

TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
Commissioner

Memorandum

To: Select Board
From: Erin Gallentine, Commissioner of Public Works
Date: March 15, 2021
Re: **Authorization to Hire**
Cc: Melvin Kleckner, Town Administrator
Melissa Goff, Deputy Town Administrator
Ann Hess Braga, Director of Human Resources

For your meeting on March 23, 2021, I respectfully submit for your review and approval, request for authorization to hire the following positions within the Department of Public Works:

Highway and Sanitation Division

Traffic and Fire Alarm System Supervisor
Highway Motor Equipment Operator - Grade 3
Highway Motor Equipment Operator - Grade 2
Laborer

Parks and Open Space Division

Park Maintenance Craftsperson

Authorization to Hire

The Department of Public Works respectfully submits for your review and approval the attached Authorization to Hire Request forms and associated position descriptions for the above-listed positions. The Traffic System Supervisor is a supervisory level position responsible for managing and servicing the Town's traffic light signals, street lights, wireless fire call boxes, electronic parking meters and roadway signs. The following four positions include three skilled equipment operators that require either a Class A or Class B Commercial Operator's license and one laborer position.

These labor force positions are critical to the continued efficient, effective and proactive maintenance and management of the public roadways, sidewalks and parks. They also are essential employees for the Town's snow and ice operations.

Please see attached position description for more information.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Traffic Supervisor Grade: GN13
2. Department: Public Works Division: Highway & Sanitation
3. Position Control #: 420000004 Prior Incumbent: Feargal O'Regan

a. Reason for Leaving: Retired

4. Budgetary Information:

Department Code: 4000 Budget Code: 42004250 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40.0 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Maintains street lights, traffic signals, fire alarm systems and electronic parking meters
2. Responsible for maintenance of traffic and regulatory signs
3. Oversee installation and maintenance of pavement markings

9. I have considered the following alternatives to filling this position:

No alternatives considered other than new hire. No qualified internal candidates available.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

The position is crucial to the continued efficiency of the Highway & Sanitation Division.

The position executes workorders critical for roadway safety and compliance.

Authorization To Hire Request Form



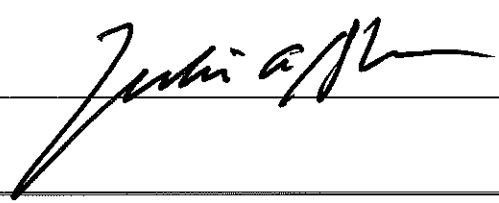
11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work with DPW to post the position widely with Diversity Jobs, Indeed

& ZipRecruiter all which have multiple targeted affinity group job boards & any other relevant groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/15/21
Human Resources Director:		Date:	3/16/21
Town Administrator:		Date:	3/17/21

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

TRAFFIC AND FIRE ALARM SYSTEM SUPERVISOR**PRIMARY PURPOSE**

Administrative, supervisory and manual work related to the installation and maintenance of traffic and regulatory signs, maintenance of pavement markings, and oversight of the installation and maintenance of the municipal fire alarm system; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinate traffic system personnel and contractors concerned with the installation, maintenance, fabrication and repair of signs, traffic signals, pavement markings, street lights and maintenance of parking meters; prepare reports.

Coordinate and oversee municipal fire alarm personnel and contractors concerned with the installation, maintenance, and repair of the municipal fire alarm system

Oversee the maintenance of traffic signals, including work of maintenance contractor, and respond to maintenance requests, as necessary.

Maintain the street and roadway signs, including street name signs and roadway regulatory signs; install sign posts and signs in accordance with appropriate standards and guidelines; complete work orders generated by the Transportation Division.

Maintain electronic parking meters, including data entry in the meter management software; oversee the maintenance of pavement marking performed by traffic system personnel or pavement marking contractors.

Maintain ornamental street lights and oversee the maintenance of utility street lights by a contractor; dispatch personnel to clean graffiti in commercial or school areas; maintain sandwich boards (located in high traffic areas describing events in the town); assist with elections by setting up and dismantling voting equipment; coordinate crews for road closures and detours for annual events.

Ensure that appropriate work practices and operating procedures are followed to ensure compliance with applicable safety practices and standards.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general supervision of the Operations Manager, following department rules, regulations and policies to complete assignments.

SUPERVISORY RESPONSIBILITIES

*Brookline, Massachusetts
Traffic and Fire Alarm System Supervisor
Highway & Sanitation Division*

1

3.B.

Generally supervises nine full-time employees.

WORK ENVIRONMENT

Approximately 50 percent of work is performed in the office and 50 percent outside in field conditions; work involves exposure to loud noise and potential exposure to traffic and equipment with moving mechanical parts; work may be performed in adverse weather conditions. The workload is subject to weather emergencies and emergency situations to repair equipment.

The employee operates a light truck and heavy motor equipment, various hand, power, and pneumatic tools, testing equipment, and standard office equipment.

The employee generally has contact with other departments, the general public, vendors, and contractors.

Errors could result in personal injury, injury to others, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; additional technical training; five years of experience maintaining and repairing traffic signal lights; knowledge of municipal fire alarm systems, supervisory experience desirable; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Valid Massachusetts Commercial Driver's License, Class B

Valid Massachusetts Hoisting Engineer's License

Appropriate certifications from the International Municipal Signal Association (Work Zone Safety, Signs and Markings Level I, and Signs and Markings Level II)

Licensed electrician desired

KNOWLEDGE, ABILITY AND SKILL

Comprehensive knowledge of the principles of traffic control, signals and street markings, the Manual of Uniform Traffic Control Devices, the repair of parking meters, equipment and truck systems; knowledge of municipal fire alarm systems and electrical systems, knowledge of computer applications associated with traffic signaling.

Ability to distribute work assignments, inspect work and give advice, troubleshoot and diagnose problems, oversee the work of contractors, develop maintenance solutions, operate heavy and other motor equipment, effectively communicate with the public, adapt new technology to work situations, read and interpret engineering plans, diagrams, drawings and operating manuals, knowledge of the electrical code.

Supervisory, problem-solving, mechanical, and computer skills.

PHYSICAL REQUIREMENTS

*Brookline, Massachusetts
Traffic and Fire Alarm System Supervisor
Highway & Sanitation Division*

3.B.

Work is performed in an office and in outdoor conditions; strenuous physical effort is often required when performing maintenance and repair duties. The employee is routinely required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, balance, crouch, crawl, stoop, and climb and lift or move items weighing up to 100 pounds, such as bags of cement, traffic signal poles, street lights and parking meters. Stamina is required to work in adverse weather conditions. Vision requirements include the ability to read routine and technical documents, operate vehicles and equipment and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Highway Motor Equipment Operator #3 Grade: LN-05
2. Department: Public Works Division: Highway & Sanitation
3. Position Control #: 420000028 Prior Incumbent: Fred Hixson

a. Reason for Leaving: Resigned - Accepted Position at Norwood DPW

4. Budgetary Information:

Department Code: 4000 Budget Code: 42004220 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40.0 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) _____/_____/_____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____/_____/_____ to _____/_____/_____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Operates vehicles & equipment including dump trucks, loaders, sweepers & packers
2. Performs skilled labor for the cleaning & maintenance of sidewalks, tree lawns & roadways
3. Operates snow plows, sanders, tractors & loaders during snow emergencies

9. I have considered the following alternatives to filling this position:

No alternatives considered other than new hire. No qualified internal candidates available.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

The position is crucial to the continued efficiency of the Highway & Sanitation Division.

Authorization To Hire Request Form


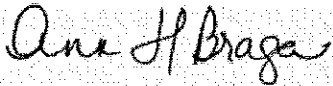
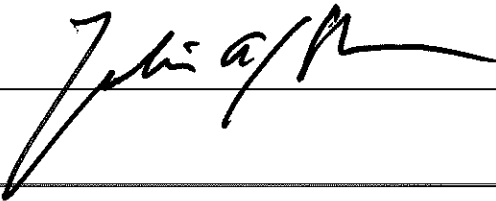
11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work with DPW to post the position widely with Diversity Jobs, Indeed

& ZipRecruiter all which have multiple targeted affinity group job boards & any other relevant groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/15/21
Human Resources Director:		Date:	3/16/21
Town Administrator:		Date:	3/17/21

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

3.B.

MOTOR EQUIPMENT OPERATOR #3

Grade LN-5

PRIMARY PURPOSE

Heavy equipment operation and manual labor relating to installing, repairing and maintaining water and sewer lines, or maintaining or constructing highways; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operate heavy equipment, such as back hoes, vactor-jet truck, crane truck, dump trucks, bobcat, front-end loaders, bucket trucks and tractor trailers; ensure that vehicles and equipment are clean and operating properly.

Depending on division assignment, an employee may excavate broken water pipes, fire hydrants, sewer and drain pipes, and highways, assist with asphalt work, trench work, and sidewalk work, assist with the installation of fire hydrants, move heavy pipes, move plates to cover trenches, and drive trailers to haul material.

During snow and ice emergencies, drive sanders, plows, and front-end loaders and remove snow and ice.

Perform other labor duties when not operating equipment, including operating jack hammers, wheel barreling concrete, raking asphalt, assisting other personnel installing pipes, or other necessary tasks.

May provide technical supervision at a job site.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of a General Foreman or Working Foremen, following department rules, regulations and policies; the supervisor provides specific instructions and reviews work performed.

WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions with exposure to hazards associated with maintenance and construction sites, sanding and plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which generally can be anticipated. The employee responds to weather and other emergency situations.

The employee operates light equipment and heavy equipment, such as back hoes, vactor-jet truck, crane truck, dump trucks, bobcat, front-end loaders, bucket trucks and tractor trailers; the employee uses hand, pneumatic and power tools.

The employee has contact with other DPW employees and utility companies.

3.B.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; one or two years of experience driving heavy equipment and trucks; experience working on a packer, performing snow and ice removal, and using heavy equipment; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Valid Commercial Driver's License, Class A
Valid MA Hoisting Engineer's License

KNOWLEDGE, ABILITY AND SKILL

Knowledge of operation and maintenance of heavy equipment, safety practices and the use of equipment at construction sites, and knowledge of excavation practices.

Ability to drive and operate a range of potentially dangerous heavy equipment safely in congested areas, recognize hazards and conditions surrounding the work environment, lift heavy objects and perform heavy manual labor.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required when performing field duties. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, and climb. The employee is required to work in adverse weather conditions, continuously mount and dismount from a truck and lift or move items weighing up to 75 pounds. Vision requirements include the ability to read routine documents and operate vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Highway Motor Equipment Operator #2 Grade: LN-03
2. Department: Public Works Division: Highway & Sanitation
3. Position Control #: 420000033 Prior Incumbent: Joe Green

a. Reason for Leaving: Resigned - Accepted Position at Needham DPW

4. Budgetary Information:

Department Code: 4000 Budget Code: 42004220 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40.0 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Operates vehicles & equipment including dump trucks, loaders, sweepers & packers
2. Performs skilled labor for the cleaning & maintenance of sidewalks, tree lawns & roadways
3. Operates snow plows, sanders, tractors & loaders during snow emergencies

9. I have considered the following alternatives to filling this position:

No alternatives considered other than new hire. No qualified internal candidates available.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

The position is crucial to the continued efficiency of the Highway & Sanitation Division.



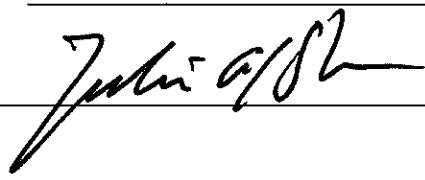
Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work with DPW to post the position widely with Diversity Jobs, Indeed
& ZipRecruiter all which have multiple targeted affinity group job boards & any other relevant groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/15/21
Human Resources Director:		Date:	3/16/21
Town Administrator:		Date:	3/17/21

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

3.B.

MOTOR EQUIPMENT OPERATOR #2

PRIMARY PURPOSE

Heavy equipment operation and manual work relating to the activities of the Highway and Sanitation Division; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operate vehicles, including dump trucks, front-end loaders, street sweepers, packers and other equipment; transport personnel and materials to and from job sites; conduct safety inspections of vehicles to ensure they are clean and operating properly.

Perform a range of labor activities, including removal of sand, leaves, large litter, and other debris from roadways and walkways; make pothole, road and sidewalk repairs; fill sand barrels; dig out and replace curbstones; use jack hammers, concrete saws and other equipment; dig out and repair roadways and sidewalks.

Open catch basins for flooding; perform storm clean-up work; wash equipment.

Pick up rubbish and yard waste on predetermined route; ensure that proper disposal rules and regulations are followed and only permissible trash is collected.

May operate truck used to pick up dumpsters at schools and town buildings; move dumpsters to different sites, as needed.

May drive yard waste truck to pick up yard waste and storm debris and dump waste in the leaf compost; deliver recycling bins, composters and toters to residents requesting them.

During snow and ice emergencies, drive sanders, plows, and front-end loaders, remove snow and ice, and sand streets.

Notify other departments of observed problems, such as debris in the street, downed tree limbs, water main breaks, and broken or flooded catch basins.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Working Foreman, or other supervisor, following department rules, regulations and policies to complete assignments; supervisor provides general and specific instructions, work is checked by the supervisor.

WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions with exposure to hazards associated with trash pick-up, sanding and

*Brookline, Massachusetts
Motor Equipment Operator #2 - Highway & Sanitation Division*

1

3.B.

plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates a heavy truck and uses hand, power and pneumatic tools and operates light and heavy equipment.

The employee has contact with other DPW employees, contractors and utility company personnel.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; one or two years of experience performing labor work and driving heavy equipment and trucks; experience working on construction projects, roadway projects or other maintenance or utility projects and performing snow and ice removal; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Valid Commercial Driver's License, Class B

Valid MA Hoisting Engineer's License

KNOWLEDGE, ABILITY AND SKILL

Knowledge of equipment operations and maintenance, safety practices and work zone safety, labor practices and highway maintenance and repair practices.

Ability to drive and operate potentially dangerous equipment, assist other personnel on projects, lift heavy objects, read plans and diagrams, recognize maintenance or repair needs of vehicles and equipment, and perform strenuous labor.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required when performing field duties. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, and climb. The employee is required to work in adverse weather conditions, continuously mount and dismount from a truck, and lift or move items weighing up to 100 pounds. Vision requirements include the ability to read routine documents and operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline Massachusetts

Authorization To Hire Request Form

1. Position **TITLE**: Laborer Grade: LN2

2. Department: Public Works Division: Highway & Sanitation

3. Position Control #: 420000050 Prior Incumbent: Travis McCauley

a. Reason for Leaving: Personal Injury

4. Budgetary Information:

Department Code: 4000 Budget Code: 42004220 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40.0 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) _____ / _____ / _____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____ / _____ / _____ to _____ / _____ / _____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Manual labor related to road and sidewalk repairs, pothole repair, set/replace curb stone

2. Perform storm clean-up and work on various trade and roadway crews

3. Sweeping, cleaning and removal of litter, sand and large debris

9. I have considered the following alternatives to filling this position:

No alternatives considered other than new hire. No qualified internal candidates available.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

The position is crucial to the continued efficiency of the Highway & Sanitation Division.

Laborer

Authorization To Hire Request Form



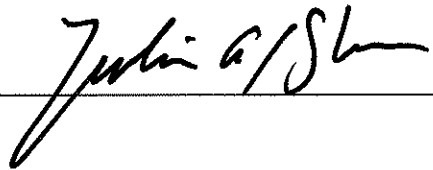
11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work with DPW to post the position widely with Diversity Jobs, Indeed

& ZipRecruiter all which have multiple targeted affinity group job boards & any other relevant groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/15/21
Human Resources Director:		Date:	3/16/21
Town Administrator:		Date:	3/17/21

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

3.B.

MOTOR EQUIPMENT OPERATOR #1/LABORER

PRIMARY PURPOSE

Manual labor relating to all activities of the Highway, Water and Sewer, or other divisions; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Perform a range of labor activities, including removal of sand, leaves, large litter, and other debris from roadways and walkways; hand sweep streets; make pothole, road and sidewalk repairs; fill sand barrels; dig out and replace curb stones; dig out and repair roadways and sidewalks.

Clean sewer lines and drainage structures; load and unload tools, materials and equipment; excavate trenches.

Open catch basins for flooding; perform storm cleanup work; wash and clean equipment and vehicles; pick up rubbish and litter; blow leaves; plow and shovel snow; perform watchman duties; answer the telephone; may keep records; keep work area clean and orderly.

Repair, replace batteries, and clean parking meters; install and post temporary signs; remove graffiti; put out barricades; paint cross walk and pavement markings; put out flags and wreaths for Memorial Day.

Operate equipment, such as trucks, automobiles, small tractors and similar equipment.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Working Foreman or other supervisor; follows instructions; work is checked by the supervisor.

WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with trash pickup, sanding and plowing, and use of heavy equipment. Workload is subject to seasonal fluctuations which generally can be anticipated. The employee responds to weather and other emergency situations.

The employee uses hand, power and pneumatic tools and operates light trucks and equipment.

The employee has contact with other DPW employees.

*Brookline, Massachusetts
Motor Equipment Operator # 1/Laborer - Highway & Sanitation Division*

1

3.B.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; some experience performing manual work and driving equipment and trucks; experience working on construction projects, roadway projects, other maintenance or utility projects and performing snow and ice removal; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENT

Valid Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

General knowledge of equipment operations, safety practices and work zone safety and labor practices.

Ability to drive, follow instructions, assist other personnel on projects, lift heavy objects and perform strenuous work.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required when performing field duties. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, and climb. The employee is required to work in adverse weather conditions and continuously lift or move items weighing up to 100 pounds. Vision requirements include the ability to read routine documents and diagrams and operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Park Maintenance Craftsperson Grade: LN3
2. Department: Public Works Division: Parks & Open Space
3. Position Control #: 468000003 Prior Incumbent: Kyle Haley
 - a. Reason for Leaving: Completed college course work - Moving into field of teaching
4. Budgetary Information:

Department Code: 4000 Budget Code: 46004651 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund
6. Employment Type:

☒ Full-Time: # of hours/week: 40.0 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) _____/_____/_____
7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____/_____/_____ to _____/_____/_____

☒ New Hire ☐ Transfer – Please explain: _____
8. List the top three essential functions of this position:
 1. Heavy Equipment Operation and Skilled Manual Labor related to parks and playgrounds
 2. Mow, aerate, seed, fertilize and improve athletic fields, rebuild ball diamonds, clean courts
 3. Line fields, clean playgrounds, refill sand and safety surfacing, maintain parks
9. I have considered the following alternatives to filling this position:
No alternatives considered other than new hire. No qualified internal candidates available.
10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-
The position is crucial to the continued efficiency of the Parks and Open Space Division.

Authorization To Hire Request Form



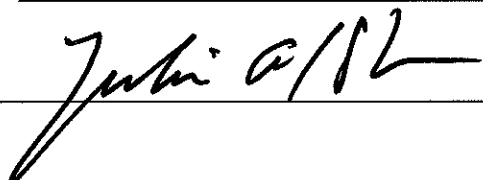
11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work with DPW to post the position widely with Diversity Jobs, Indeed

& ZipRecruiter all which have multiple targeted affinity group job boards & any other relevant groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/15/21
Human Resources Director:		Date:	3/16/21
Town Administrator:		Date:	3/17/21

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

3.B.

PARK MAINTENANCE CRAFTSPERSON

PRIMARY PURPOSE

Heavy equipment operation and manual labor relating to maintenance of parks, playgrounds, fields and other facilities; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operate vehicles, including dump trucks, front-end loaders, backhoes, leaf collector, trucks and trailers, and other equipment; transport personnel and materials to and from job sites; conduct safety inspections of vehicles to ensure proper operation.

Perform a range of manual work, including mowing lawns and fields, rebuilding baseball diamonds; cleaning tennis courts, weeding fence lines, mulching playgrounds, and emptying barrels in parks.

Trim and prune trees and shrubs; make pathway improvements and repairs; perform light masonry work, carpentry and painting; rake; pick up trash and litter.

Perform field maintenance, such as overseeding with tractor or overseeder; paint lines for soccer, football, and lacrosse; roll and aerate fields; fill sand boxes; prepare pitcher's mounds; close and winterize fields; put up and dismantle nets and polls; clean courts of leaves and debris; store equipment.

May work at the skating rink to make and remove ice, paint ice surface, keep maintenance logs of ice making equipment, drive Zamboni machine to scrape, clean and make ice, and maintain equipment.

Plow snow, sand and shovel snow around public buildings; maintain power equipment, such as mowers and blowers, including lubrication and sharpening of blades.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Zone Manager, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is checked by the supervisor.

WORK ENVIRONMENT

Work is performed outside in field conditions; with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with trash pick-up, sanding and plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates hand, power and pneumatic tools, light and heavy trucks and equipment.

The employee has contact with other DPW employees.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public

Brookline, Massachusetts

Park Maintenance Craftsman - Parks & Open Space Division

3.B.

relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; two years of experience performing labor and driving heavy equipment and trucks and using light equipment; experience working on grounds maintenance projects, construction projects, and performing snow and ice removal; landscaping experience desirable; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Valid Commercial Driver's License, Class B
Valid MA Hoisting Engineer's License

KNOWLEDGE, ABILITY AND SKILL

Knowledge of equipment operation and maintenance, safety practices and work zone safety, labor practices and grounds maintenance activities; basic knowledge of landscaping.

Ability to drive and operate potentially dangerous equipment, assist other personnel on projects, lift heavy objects, read plans and diagrams, and recognize maintenance or repair needs of vehicles and equipment.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, climb, and continuously mount and dismount from a truck and lift or move items weighing up to 100 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to read routine documents and operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
 Commissioner

Memorandum

To: Select Board
 From: Erin Gallentine, Commissioner of Public Works
 Date: March 19, 2021
 Re: **Authorization to Hire**
 Cc: Melvin Kleckner, Town Administrator
 Melissa Goff, Deputy Town Administrator
 Ann Hess Braga, Director of Human Resources

Authorization to Hire

The Department of Public Works respectfully submits for your review and approval the attached Authorization to Hire Request forms and associated position description for a Junior Civil Engineer-EN3. The Select Board had previously authorized the Department to fill an Assistant Civil Engineer-EN4 position that was vacated due to a resignation. The Department advertised for that position, conducted interviews and selected an internal candidate for promotion to fill that role. The Department is now requesting authorization to fill the role now vacated as a result of the promotion.

The Junior Civil Engineer is responsible to provide survey, engineering design and construction management services; prepare construction plans and technical drawings for projects, computer drafting and analysis for design; prepare contract documents including technical specifications and legal documents for public bidding; review and evaluate bids; maintain daily construction reports to monitor project progress and schedule; monitor contractor payrolls for compliance with prevailing wage rate requirements; review payment requests.

Please see attached position description for more information.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE**: _____ Grade: _____

2. Department: _____ Division: _____

3. Position Control #: _____ Prior Incumbent: _____

a. Reason for Leaving: _____

4. Budgetary Information:

Department Code: ____ Budget Code: _____ % _____

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☐ Full-Time: # of hours/week: _____ ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☐ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. _____

–

2. _____

–

3. _____

–

9. I have considered the following alternatives to filling this position:


10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

12. Please attach the current position description.

13. Signatures:

Department Head Signature:		Date:	3/19/21
Human Resources Director:		Date:	
Town Administrator:		Date:	

14. Approvals:

Date on BOS Agenda:		Date Approved:	
---------------------	--	----------------	--

15. Notes:

3.B.

JUNIOR CIVIL ENGINEER

Grade EN-03

PRIMARY PURPOSE

Professional engineering design review and construction management work relating to municipal infrastructure projects; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provide engineering design and construction management services; prepare construction plans and technical drawings for projects, which include surveying, plotting, computer drafting and analysis for design; find solutions to engineering design problems.

Prepare contract documents including technical specifications and legal documents for public bidding; review and evaluate bids; maintain daily construction reports to monitor project progress and schedule; monitor contractor payrolls for compliance with prevailing wage rate requirements; review payment requests.

Supervise and inspect contractor work for quality of materials, methods of construction and quality of work.

Conduct surveys of initial conditions, site layout, as-built conditions, and property lines; research property liens at the Registry of Deeds, as necessary.

Conduct traffic studies; review sign and paving marking requests.

Maintain engineering records, respond to information requests from residents; contractors, consulting engineers, and surveyors; investigate problems and recommend solutions.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general direction of the Director of Engineering and Transportation or Senior Civil Engineer; follows department policies and professional standards to complete assignments; professional judgment and analysis is required; the supervisor provides general instructions and specific instructions on particular projects; draft materials are reviewed by a Senior Civil Engineer and results of work are reviewed by the Director. Professional judgment and analysis required.

WORK ENVIRONMENT

Most work is performed in an office setting, some work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment and hazards associated construction sites. The workload is generally stable, but the nature of the work changes to reflect project phases.

The employee operates standard office equipment, light trucks, and automobiles; the employee uses survey equipment, such as Total Station and Data Collector, and other equipment, such as traffic counter and road tubes, and related equipment.

3.B.

The employee has contact with town boards and commissions, other town departments, regulatory agencies, contractors, public utilities, consultants and the general public.

Errors could result monetary loss, injury to others, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor of Science Degree in civil engineering or a related field; one to three years of design and contract management experience desirable; surveying and computer drafting experience; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENT

Engineer in Training (E.I.T.) desirable
Valid Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

Knowledge of engineering principles, procurement practices and construction documents, specification and cost estimation, engineering and construction standards, and engineering software.

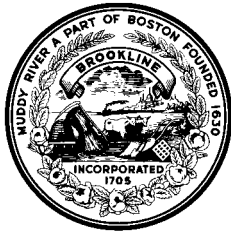
Ability to prepare construction plans and technical drawings, prepare construction documents, supervise construction work for quality of materials and methods of construction, maintain engineering records, communicate effectively, and assist citizens with information requests.

Professional engineering problem-solving skills; oral and written communication skills.

PHYSICAL REQUIREMENTS

Most work is performed in an office; some work is performed in the field; moderate physical effort is often required when performing field duties. The employee is required to speak and hear, use hands to operate equipment, walk, stand, sit, and lift or move items weighing up to 30 pounds, and carry equipment. The employee is exposed to some adverse weather conditions when conducting field work. Vision requirements include the ability to read routine and technical documents, operate vehicles and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN of BROOKLINE
Massachusetts
BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

To: Select Board

From: Anthony Guigli, Project Manager

Date: 12 March 2021

Re: New Driscoll School
Jonathan Levi Architects (JLA)
Contract Amendment #11, increase \$13,200.00

Proposed Amendment #11 to the contract between the Town of Brookline and JLA for the New Driscoll School in the amount of \$13,200.00 is for supplemental geo-environmental services provided by their consultant. It includes additional borings to determine the depth of bedrock along the support of excavation lines to better inform design and bidding. Detailed information can be found in the amendment documents

The contract amendment has been approved by the Building Commission and is pending School Committee approval at their respective meeting(s) this month.

Please call or email with questions.

Thank you for the consideration of the above.

Cc: D. Bennett

3.D.



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Construction Management @ Risk (CM@R)
Skanska Change Order –Guaranteed Maximum Price (GMP) CO No.9/PCCO No.16

DATE: March 12, 2021

On the Calendar this week, the Building Department has submitted a request for Change Order approval for the construction management firm Skanska to perform the following services:

- PCCO No. 16 - \$168,435; 22 Misc. Changes

The HS expansion project was awarded to the contractor Skanska which was based on their qualifications. This package represents a change to the project. Refer to the Hill memo dated March 5, 2021 for further explanation of the 22 items listed in this CO.

The Building Department is available to answer any questions you may have. Thank you for your consideration.

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Mar-21

TO: Skanska USA Building Inc
101 Seaport Boulevard, Suite 200
Boston MA 02210

Purchase Order Number

21911639

Vendor Number

55399

PAYMENT AMOUNT

\$168,435.00

REVISED BUDGET 148,238,374.00
-2017

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

FOR: Brookline High School Expansion

Amendment	Date	
GMP-CO #9	3/3/2021	PCCO No. 016 - Misc Changes (22 items) As per attached AIA Document signed by Skanska/William Rawn Associates

AMOUNT
\$168,435.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



Hill International, Inc.
 75 Second Avenue, Suite 300
 Needham, MA 02494
 Tel: 617-778-0900
 Fax: 617-778-0999
 www.hillintl.com

March 5, 2021

Mr. Ray Masak, P.E.
 Project Manager
 Town of Brookline Building Department
 333 Washington Street
 Brookline, MA 02445

RE: Recommendation to approve Skanska Change Order 009/PCCO 016

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Change Order 009/PCCO 016 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline (ToB). It includes (22) separate Authorization Requests (AR's). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the GMP. All of the changes this month, except for two, are being funded from various contingencies, allowances or exposure holds within the GMP. The total **\$168,435 increase**.

An itemized summary is following:

AR #	CE #	Description	Current Amount	Reason Code
100.002*	013	Pandemic Allowance Replenishment	\$125,000.00	Replenish GMP Allowance
200.148	200.1252	Cypress - Change Vestibule perf plate to Aluminum and Painted Finish	\$0.00	GMP Contingency
200.153	200.1186	CYPRESS - MBTA Diversion Weekends 10/9/20/ 11/23/20	\$0.00	GMP Allowance
200.154	200.1205	CYPRESS - MBTA Surge Shut Down (Remaining Costs from 200.1152)	\$0.00	GMP Allowance
200.155	200.1200	Cypress - Crane Pad Changes	\$0.00	CM Contingency
200.157	200.1218	CYPRESS - Field Bulletin 009 - GMP Set (Includes 9.1-9.6) - Marguerite Only	\$0.00	GMP Contingency
200.160	200.1276	Cypress - costs associated with Parapet Temporary Protection	\$0.00	GMP Exposure Hold
200.161	200.1265	Cypress - Temp Water Service	\$0.00	GMP Exposure Hold
200.162	200.1192	CYPRESS - Field Bulletin 076.1 - EX-07 Photocell Controls	\$0.00	GMP Contingency

3.D.

200.164	200.1264	Cypress -Schedule Compression - 12/1/20 thru 1/1/21	\$0.00	GMP Allowance
200.165	200.1235	CYPRESS - Field Bulletin 119 - RFI 266R1 - Louver and Ductwork Revisions	\$0.00	GMP Contingency
200.166	200.1215	CYPRESS - Field Bulletin 115 - South-West Curtain Wall Inside Corner	\$0.00	GMP Contingency
200.168	200.1273	Cypress - Beam Penetrations, FW 040 and 042 - 046	\$0.00	GMP Allowance
200.169	200.1259	Cypress Schedule Compression 1/2/21 thru 1/31/21	\$0.00	GMP Allowance
200.171	200.1216	CYPRESS - Field Bulletin 116 - RFI 292 Grading and Curb Revisions	\$0.00	ASI - \$0 change
300.149	300.1175	STEM - FB 0120: Existing DMH, Infiltration Landscape	\$0.00	GMP Contingency
300.151	300.1213	STEM - Custom Color PA Speakers	\$0.00	GMP Contingency
300.152	300.1217	STEM - FB 0130: Add Tel Data Chem Prep 304B	\$0.00	GMP Contingency
300.153	300.1227	STEM - Exposure Hold Expenditure - Spray Fireproofing Patching	\$0.00	GMP Exposure Hold
300.154	300.1234	STEM - Exposure Hold Expenditure; Griffin Premium Time 1/9/21 and 1/16/21	\$0.00	GMP Exposure Hold
400.034	400.1049	MBTA - FB 011 Permit Set Revisions	\$43,435.00	Design issue
500.009	500.1011	DEF MAINT - EH Expenditure: Standby Operator Time	\$0.00	GMP Exposure Hold

*Regarding AR 100.002, the final GMP had previously included a total of \$200K Allowance with qualifications that the COVID Allowance expenditures would be tracked monthly and revisited every three months for reconciliation and increase *only if* necessary. At the start of COVID restrictions in March 2020, there were evolving opinions and assumptions for what could be potential cost exposures associated due to the Pandemic. The Town had received back in May 2020 estimates of projected costs from various sources ranging up to \$40K/month. Fortunately, the actual burn rate for COVID expenditures on this project has so far been less than originally anticipated (average trend has been around \$13K/month). The original \$200K GMP COVID Allowance is about to be depleted (expenses between March 2020 thru Feb 2021) and now needs to be increased. Since it is still unclear when COVID-safety requirements will change/be reduced or eliminated, we recommend an increase of \$125K to replenish the COVID allowance.

Based on the above, Hill recommends to ToB approval of Change Order 009/PCCO #16 to the GMP.

Very truly yours,



Andy Felix, MCPPO
Project Director

AIA[®] Document G701[™] - 2017

Change Order

PROJECT: <i>(Name and address)</i> Expansion of Brookline High School, (Project A and Project B)	CONTRACT INFORMATION: Contract For: Construction	CHANGE ORDER INFORMATION: Change Order Number: 009
Brookline, MA 02445	Date: July 24, 2018	Date: March 4th, 2021
OWNER: <i>(Name and address)</i> Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline 333 Washington Street, Brookline, MA 02445	ARCHITECT: <i>(Name and address)</i> William Rawn Associates Architects Inc. 10 Post Office Square, Suite 1010, Boston, Massachusetts 02109	CONTRACTOR: <i>(Name and address)</i> Skanska USA Building Inc. 101 Seaport Boulevard, Suite 200, Boston, MA 02210

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCCO No. 016: \$168,435

Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract Sum and GMP shall be reconciled in accordance with the Owner Pandemic Allowance. Skanska further reserves all rights to request adjustment of the Contract Time as a result of the Pandemic Standards and in connection with this PCCO. Skanska will make every reasonable effort to provide the required documentation and notice in accordance with this Contract, however, Skanska may not be able to meet the contractual deadlines due to circumstances outside of Skanska's control.

The original Contract Sum was	\$ 476,928
The net change by previously authorized Change Orders	\$ 148,602,005
The Contract Sum prior to this Change Order was	\$ 149,078,933
The Contract Sum will be increased by this Change Order in the amount of	\$ 168,435
The new Contract Sum including this Change Order will be	\$ 149,247,368

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be November 15, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

William Rawn Associates Architects Inc.

ARCHITECT (Firm name)

SIGNATURE

Andrew Jonic AIA Senior
Associate

PRINTED NAME AND TITLE

3/4/21

DATE

Skanska USA Building Inc.

CONTRACTOR (Firm name)

Craft, Jim

Digitally signed by Craft, Jim
DN: cn=Craft, Jim
Date: 2021.03.04 07:24:51-0500

SIGNATURE

PRINTED NAME AND TITLE

DATE

Town of Brookline

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

APPROVAL OF OWNER: TOWN OF BROOKLINE**Building Commission**

Janet Fierman, Chairman

George Cole, Member

Kenneth Kaplan, Member

Karen Breslawski, Member

Nathan E. Peck, Member**School Committee**

Helen Charlupski, Member

Suzanne Federspiel, Member

Jennifer Monopoli, Member

Barbara Scotto, Member

Confirmation of Availability of Funds:

Town Comptroller**Selectboard**

Bernard W. Greene, Chair

Benjamin J. Franco, Member

Nancy S. Heller, Member

Heather Hamilton, Member

Raul Fernandez, Member

Julie Schreiner-Oldham, Chair

Susan Wolf Ditkoff, Member

Michael Glover, Member

David Pearlman, Member

Sharon Abramowitz, Member



Date: 3/3/2021

Prime Contract Change Order Number 016

Brookline High School

Project # 1318014

Skanska USA Building Inc.

To Contractor:
Skanska USA Building Inc.

The Contract is hereby revised by the following items:

GMP CO 009: Approved Authorization Requests

AR	CE	Description		Amount
400.034	400.1049	MBTA - FB 011 - Platform Permit Set Revisions Rev #3	\$	43,435.00
200.153	200.1186	CYPRESS - MBTA 7 Diversion Weekends - 10/9/20 thru 11/23/20	\$	0.00
200.162	200.1192	CYPRESS - Field Bulletin 076.1 - EX-07 Photocell Controls	\$	0.00
200.155	200.1200	CYPRESS - Crane Pad Changes	\$	0.00
200.154	200.1209	CYPRESS - MBTA Surge Shut Down (Remaining Costs from 200.1152)	\$	0.00
200.166	200.1215	CYPRESS - Field Bulletin 115 - South-West Curtain Wall Inside Corner Revisions	\$	0.00
200.171	200.1216	CYPRESS - Field Bulletin 116 - RFI 292 Grading and Curb Revisions	\$	0.00
200.157	200.1218	CYPRESS - Field Bulletin 009 - GMP Set (Includes 9.1-9.6) - Marguerite Only	\$	0.00
300.149	300.1175	STEM - FB 0120: Existing DMH, Infiltration, Landscape	\$	0.00
200.165	200.1235	CYPRESS - Field Bulletin 119 - RFI 266R1 - Louver and Ductwork Revisions	\$	0.00
100.002	013	Pandemic Allowance Replenishment	\$	125,000.00
200.164	200.1246	CYPRESS - Schedule Compression - 12/1/2020 thru 1/1/2021	\$	0.00
200.148	200.1252	CYPRESS - Change Vestibule Perf Plate to Aluminum and Painted Finish	\$	0.00
200.169	200.1259	CYPRESS - Schedule Compression - 1/2/2021 thru 1/31/2021	\$	0.00
200.161	200.1265	CYPRESS - Temp Water Service	\$	0.00
300.151	300.1213	STEM - Custom Color PA Speakers	\$	0.00
300.152	300.1217	STEM - FB 0130: Add Tel Data Chem Prep 304B	\$	0.00
200.168	200.1273	CYPRESS - Beam Penetrations, FW 040 and 042 - 046	\$	0.00
200.160	200.1276	CYPRESS - EH - Parapet Temporary Protection	\$	0.00
500.009	500.1011	DEF MAINT - EH Expenditure: Standby Operator Time	\$	0.00
300.153	300.1227	STEM - Exposure Hold Expenditure: Spray Fireproofing Patching	\$	0.00
300.154	300.1234	STEM - Exposure Hold Expenditure: Griffin Premium Time 1.9.21 & 1.16.21	\$	0.00
Total			\$	168,435.00

Printed on: 3/3/2021

Page 2 of 2

3.E.



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Tappan Gym and 3rd Floor Renovation
CTA Change Order No. 1 (FY 21)

DATE: February 22, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order Approval for the subject project in the amount of \$250,976. The subject project was approved as part of the High School Project and was designed by Willian Rawn Associates.

The OPM has reviewed the change order and is recommending approval. Please refer to the Hill letter March 5, 2021 for further explanation of the change.

The Building Department is available to answer any questions you may have. Thank you for your consideration.

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE;

08-Mar-21

TO:	CTA Construction Managers 400 Totten Pond Road Waltham MA 02451
-----	---

Purchase Order Number

21201438

Vendor Number

33542

PAYMENT AMOUNT

\$250,976.00

BUDGET \$7,821,340.00
BALANCE \$8,072,316.00

FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT
		254C204		6C0002

FOR: Brookline High School - Tappan Gym

Amendment	Date	
1	3/4/2021	Masonry Substitution

AMOUNT
\$250,976.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

Mary Ellen Norman, Assistant Superintendent For Administration and Finance



Hill International, Inc.
 75 Second Avenue, Suite 300
 Needham, MA 02494
 Tel: 617-778-0900
 Fax: 617-778-0999
 www.hillintl.com

March 5, 2021

Mr. Ray Masak, P.E.
 Project Manager
 Town of Brookline Building Department
 333 Washington Street
 Brookline, MA 02445

RE: Masonry Bids for Third Floor and Tappan Gym Renovation Project

Dear Ray:

This letter is to inform you that Both Fernandes Masonry (first responsive bidder) and Costa Brothers Masonry (second responsive bidder) have withdrawn their bids because the funding for the 3rd Floor and Tappan Gym Renovation Project was not approved before the bids expired. The third bidder, Chapman Waterproofing, excluded CTA from using their bid. Therefore, the project will move forward with the fourth responsive bidder, Marmelo Masonry.

As you know, the Town of Brookline (ToB) requested CTA to hold their bid price for an additional 30 calendar days awaiting approval from the Massachusetts Department of Revenue to fund this project. As indicated in the Invitation to Bid, all bids were valid for 90 calendar days from the date of the general bid opening that was October 9, 2020. This means that the Town of Brookline (Town) had until January 7, 2021 to have the funding available and execute the contract. In a letter dated January 6, 2021, CTA stated that they would hold their bid price unless low filed sub-bidders withdrew. CTA reported that Fernandes Masonry would withdraw their low masonry bid for this project however other filed sub-bidders were expected to hold their price for the requested 30 additional days. The Town of Brookline did not get approval from the MA DOR until January 29, 2021 and immediately sent a contract to CTA, with the understanding that Fernandes would not honor their bid price because the first deadline expired.

Marmelo's bid is \$248,000 more than the lowest bid submitted by Fernandes Masonry on bid day. In accordance with M.G.L. Chapter 149 Section 44F, the bid shall be adjusted to the amount of premium for the general contractor's performance bond and labor and materials bond caused by the substitution. CTA will prepare the PCO for the bid difference of \$248,000 plus \$2,976.00 for the adjustment in bond premium. PCO 001 is submitted for this change in Masonry filed sub bidders to be an added cost of \$250,976.00. We concur and recommend approval of this amount only. We disagree reservation of rights language.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Paul G. Kalous".

Paul G. Kalous AIA, MCPPO
 Program Director

3.E.

Attachment:

Bid Tabs for 3rd Floor and Tappan Gym Project.

cc. C.Aubin, William Rawn Associates, Architects

Brookline High School Project - Tappan Gym and 3rd Floor Renovation
 Tabulation of Trade Contractor Bids

10/2/2020

Trade bids due: 2:00PM, Friday, October 2, 2020



Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub-sub	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAIMM Cert & Update Statement
040001 Masonry										
1 Fernandes Masonry, Inc.	\$350,000.00	\$0.00	\$350,000.00	1,2,3				YES	YES	YES
2 Costa Brothers Masonry	\$361,000.00	\$0.00	\$361,000.00	1,2,3				YES	YES	YES
3 Chapman Waterproofing	\$578,200.00	\$0.00	\$578,200.00	1,2,3		CTA Construction		YES	YES	YES
4 Marmelo Bros. Construction Co., Inc.	\$598,000.00	\$0.00	\$598,000.00	1,2,3				YES	YES	YES
5 P.J. Spillane Co., Inc.	\$825,000.00	\$0.00	\$825,000.00	1,2,3				YES	YES	YES
050001 Miscellaneous & Ornamental Iron										
1 L&L Contracting, Inc.	\$352,600.00	\$0.00	\$352,600.00	1,2,3				YES	YES	YES
2 Quinn Brothers of Essex, Inc.	\$391,000.00	\$0.00	\$391,000.00	1,2,3		Seaver Construction Inc. and GTC Construction Management		YES	YES	YES
3 SMI Metal Company	\$414,390.00	\$0.00	\$414,390.00	1,2,3				YES	YES	YES
4 North Shore Steel	\$922,200.00	\$0.00	\$922,200.00	1,2,3				YES	YES	YES
070001 Waterproofing, Dampproofing and Caulking										
1 P.J. Spillane Co., Inc.	\$39,000.00	\$0.00	\$39,000.00	1,2,3				YES	YES	YES
2 Folan Waterproofing & Construction Co., Inc.	\$40,800.00	\$0.00	\$40,800.00	1,2,3				YES	YES	YES
3 Chapman Waterproofing	\$48,600.00	\$0.00	\$48,600.00	1,2,3		CTA Construction		YES	YES	YES
080002 Glass and Glazing										
1 Prudential Door & Window Co Inc	\$241,508.00	\$0.00	\$241,508.00	1,2,3				YES	YES	YES
2 Kapiloff's Glass Inc.	\$283,700.00	\$0.00	\$283,700.00	1,2,3		Integrated Facilities Construction Corp		YES	YES	YES
090002 Tile										
1 Joseph Cohn & Son Tile	\$100,160.00	\$0.00	\$100,160.00	1,2,3				YES	YES	YES
2 Pavilion Floors	\$175,176.00	\$0.00	\$175,176.00	1,2,3		GVW Inc.; CIM Services, Enfield Builders		YES	YES	YES
3 Capital Carpet &	\$183,993.00	\$0.00	\$183,993.00	1,2,3		PDS Engineering, Lambrian Construction, GVW, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management		YES	YES	YES
090003 Acoustical Tile										
1 K&K Acoustical Ceilings, Inc.	\$261,600.00	\$0.00	\$261,600.00	1,2,3				YES	YES	YES
2 The Cheviot Corporation	\$397,000.00	\$0.00	\$397,000.00	1,2,3				YES	YES	YES
090005 Resilient Floors										

Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub-sub	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAMM Cert & Update Statement
1 Capital Carpet & Flooring	\$177,979.00	\$0.00	\$177,979.00	1.2.3			POS Engineering, Lambrian Construction, GW, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management	YES	YES	YES
2 Massfloors Inc	\$193,738.00	\$0.00	\$193,738.00	1.2.3				YES	YES	YES
3 Pavillion Floors	\$217,733.00	\$0.00	\$217,733.00	1.2.3			GW Inc, CIM Services, Enfield Builders	YES	YES	YES
090006 Terrazo										
1 DePaoli Mosaic Company	\$87,778.00	\$0.00	\$87,778.00	1.2.3				YES	YES	YES
2 Roman Mosaic & Tile Company	\$97,471.00	\$0.00	\$97,471.00	1.2.3				YES	YES	YES
3 Joseph Cohn & Son Tile & Terrazzo, LLC	\$104,505.00	\$0.00	\$104,505.00	1.2.3				YES	YES	YES
090007 Painting										
1 Dandis Contracting	\$227,700.00	\$110,800.00	\$338,500.00	1.2.3				YES	YES	YES
2 Homer Contracting Inc.	\$241,000.00	\$130,000.00	\$371,000.00	1.2.3				YES	YES	YES
3 Boudreau Painting	\$269,200.00	\$203,150.00	\$472,350.00	1.2.3				YES	YES	YES
4 Bello Painting Co Inc	\$288,000.00	\$238,000.00	\$526,000.00	1.2.3				YES	YES	YES
5 MI McDonald	\$298,200.00	\$283,000.00	\$581,200.00	1.2.3				YES	YES	YES - Eligibility on DCAMM Website shown as valid
6 Drizos Contracting, LLC	\$314,000.00	\$85,000.00	\$399,000.00	1.2.3				YES	YES	YES - Eligibility Certificate expired. Per COVID-19 Executive Order #18 dated March 10, 2020, it got extended.
210001 Fire Protection System										
1 Rustic Fire Protection	\$98,500.00		\$98,500.00	1.2.3				YES	YES	YES
2 Carlyle Engineering, Inc.	\$194,270.00		\$194,270.00	1.2.3				YES	YES	YES
3 William M. Collins Co., Inc.	\$217,000.00		\$217,000.00	1.2.3				YES	YES	YES
4 Cogswell Sprinkler Co., Inc.	\$247,409.00		\$247,409.00	1.2.3				YES	YES	YES
220000 Plumbing										
1 P.J. Dionne Co., Inc	\$319,000.00	\$0.00	\$319,000.00	1.2.3	\$24,560.00			YES	YES	YES
2 Robert W. Irvine & Sons, Inc	\$385,700.00	\$0.00	\$385,700.00	1.2.3	\$1,000.00			YES	YES	YES
3 Kneeland Plumbing & Heating, Inc.	\$407,700.00	\$0.00	\$407,700.00	1.2.3	\$21,250.00			YES	YES	YES
230000 Heating, Ventilation and Air Conditioning										
1 Thomas E. Snowden, Inc	\$685,000.00	\$0.00	\$685,000.00	1.2.3	\$175,351.00			YES	YES	YES
240000 Electrical										
1 Systems Contracting Inc	\$991,800.00	\$0.00	\$991,800.00	1.2.3	\$0.00			YES	YES	YES
2 Brothers Electrical Corporation	\$1,222,800.00	\$0.00	\$1,222,800.00	1.2.3	\$198,208.00			YES	YES	YES
3 Wayne J. Griffin Electric, Inc.	\$1,270,000.00	\$0.00	\$1,270,000.00	1.2.3	\$151,438.00			YES	YES	YES

	Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub-sub	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCA/M Cert & Update Statement
4	Richard T. Losordo Electrical Svc Inc	\$1,294,000.00	\$0.00	\$1,294,000.00	1.2.3	\$244,104.00			YES	YES	YES
5	Annese Electrical Services, Inc. (WBE)	\$1,368,000.00	\$0.00	\$1,368,000.00	1.2.3	\$383,552.00			YES	YES	YES
6	Brite-Lite Electrical Co., Inc.	\$1,371,701.00	\$0.00	\$1,371,701.00	1.2.3	\$372,835.00		GTC, Grace Thornton Company, Picard Construction	YES	YES	YES
7	LeVangie Electric Co., Inc	\$1,390,000.00	\$0.00	\$1,390,000.00	1.2.3	\$198,208.00		CTA Construction Managers, LLC	YES	YES	YES

**PCO #001**

CTA Construction Managers
400 Totten Pond Road
Waltham, 02451
Phone: (781) 786-6600

Project: 2020-02 - Brookline High School

Prime Contract Potential Change Order #001: CE #001 - FSB Masonry Allowance

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline Massachusetts, 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham Massachusetts, 02451
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	1 - Brookline High School Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Steve Taylor (CTA Construction Managers, LLC)
STATUS:	Pending - In Review	CREATED DATE:	3/4 /2021
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$250,976.00

POTENTIAL CHANGE ORDER TITLE: CE #001 - FSB Masonry Allowance

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #001 - FSB Masonry Allowance

3/9/21 PCO 001r1 - Reservation language has been removed.

PCO 001

This proposal is for the increase in the masonry filed sub bid subcontract price between the initial low bidder and marmelo masonry who CTA was directed to subcontract with via email on 2/25/21. As noted in our February 17th 2021 letter, the masonry subcontractors scope includes items, particularly for the exterior site portion which have long lead times once submittals are approved.

Allowance carried for masonry: \$350,000.00

Marmelo's subcontract value: \$598,000.00

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-000 - Purpose	Masonry value increase	other	\$ 248,000.00
Subtotal:				\$248,000.00
B&I: 1.20% Applies to all line item types.				\$ 2,976.00
Grand Total:				\$250,976.00

Brookline High School Project - Tappan Gym and 3rd Floor Renovation
 Tabulation of Trade Contractor Bids

10/2/2020

Trade bids due: 2:00PM, Friday, October 2, 2020



Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub- subs	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAIMM Cert & Update Statement
040001 Masonry										
1 Fernandes Masonry, Inc.	\$350,000.00	\$0.00	\$350,000.00	1,2,3				YES	YES	YES
2 Costa Brothers Masonry	\$361,000.00	\$0.00	\$361,000.00	1,2,3				YES	YES	YES
3 Chapman Waterproofing	\$578,200.00	\$0.00	\$578,200.00	1,2,3			CTA Construction	YES	YES	YES
4 Marmelo Bros. Construction Co., Inc.	\$598,000.00	\$0.00	\$598,000.00	1,2,3				YES	YES	YES
5 P.J. Spillane Co., Inc.	\$825,000.00	\$0.00	\$825,000.00	1,2,3				YES	YES	YES
050001 Miscellaneous & Ornamental Iron										
1 L&L Contracting, Inc.	\$352,600.00	\$0.00	\$352,600.00	1,2,3				YES	YES	YES
2 Quinn Brothers of Essex, Inc.	\$391,000.00	\$0.00	\$391,000.00	1,2,3			Seaver Construction Inc. and GTC Construction Management	YES	YES	YES
3 SWJ Metal Company	\$414,390.00	\$0.00	\$414,390.00	1,2,3				YES	YES	YES
4 North Shore Steel	\$922,200.00	\$0.00	\$922,200.00	1,2,3				YES	YES	YES
070001 Waterproofing, Dampproofing and Caulking										
1 P.J. Spillane Co., Inc.	\$39,000.00	\$0.00	\$39,000.00	1,2,3				YES	YES	YES
2 Folan Waterproofing & Construction Co., Inc.	\$40,800.00	\$0.00	\$40,800.00	1,2,3				YES	YES	YES
3 Chapman Waterproofing	\$48,600.00	\$0.00	\$48,600.00	1,2,3			CTA Construction	YES	YES	YES
080002 Glass and Glazing										
1 Prudential Door & Window Co Inc	\$241,508.00	\$0.00	\$241,508.00	1,2,3				YES	YES	YES
2 Kapiloff's Glass Inc.	\$283,700.00	\$0.00	\$283,700.00	1,2,3			Integrated Facilities Construction Corp	YES	YES	YES
090002 Tile										
1 Joseph Cohn & Son Tile	\$100,160.00	\$0.00	\$100,160.00	1,2,3				YES	YES	YES
2 Pavilion Floors	\$175,176.00	\$0.00	\$175,176.00	1,2,3			GWV Inc.; CIM Services, Enfield Builders	YES	YES	YES
3 Capital Carpet &	\$183,993.00	\$0.00	\$183,993.00	1,2,3			PDS Engineering, Lambrian Construction, GWV, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management	YES	YES	YES
090003 Acoustical Tile										
1 K&K Acoustical Ceilings, Inc.	\$261,600.00	\$0.00	\$261,600.00	1,2,3				YES	YES	YES
2 The Cheviot Corporation	\$397,000.00	\$0.00	\$397,000.00	1,2,3				YES	YES	YES
090005 Resilient Floors										

Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub-sub	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAMM Cert & Update Statement
1 Capital Carpet & Flooring	\$177,979.00	\$0.00	\$177,979.00	1.2.3			PDS Engineering, Lambrian Construction, GW, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management	YES	YES	YES
2 Massfloors Inc	\$193,738.00	\$0.00	\$193,738.00	1.2.3				YES	YES	YES
3 Pavilion Floors	\$217,733.00	\$0.00	\$217,733.00	1.2.3			GW Inc; CIM Services; Enfield Builders	YES	YES	YES
090006 Terrazzo										
1 DePaoli Mosaic Company	\$87,778.00	\$0.00	\$87,778.00	1.2.3				YES	YES	YES
2 Roman Mosaic & Tile Company	\$97,471.00	\$0.00	\$97,471.00	1.2.3				YES	YES	YES
3 Joseph Cohn & Son Tile & Terrazzo, LLC	\$104,505.00	\$0.00	\$104,505.00	1.2.3				YES	YES	YES
090007 Painting										
1 Dendis Contracting	\$227,700.00	\$110,800.00	\$338,500.00	1.2.3				YES	YES	YES
2 Homer Contracting Inc.	\$241,000.00	\$130,000.00	\$371,000.00	1.2.3				YES	YES	YES
3 Boudreau Painting	\$269,200.00	\$203,150.00	\$472,350.00	1.2.3				YES	YES	YES
4 Bello Painting Co Inc	\$288,000.00	\$238,000.00	\$526,000.00	1.2.3				YES	YES	YES
5 ML McDonald	\$298,200.00	\$283,000.00	\$581,200.00	1.2.3				YES	YES	YES - Eligibility on DCAMM Website shown as valid
6 Dricos Contracting, LLC	\$314,000.00	\$85,000.00	\$399,000.00	1.2.3				YES	YES	YES - Eligibility Certificate expired. Per COVID-19 Executive Order #18 dated March 10, 2020, it got extended.
210001 Fire Protection System										
1 Rustic Fire Protection	\$98,500.00		\$98,500.00	1.2.3				YES	YES	YES
2 Carlyle Engineering, Inc.	\$194,270.00		\$194,270.00	1.2.3				YES	YES	YES
3 William M. Collins Co., Inc.	\$217,000.00		\$217,000.00	1.2.3				YES	YES	YES
4 Cogswell Sprinkler Co., Inc.	\$247,409.00		\$247,409.00	1.2.3				YES	YES	YES
220000 Plumbing										
1 P.J. Dionne Co., Inc	\$319,000.00	\$0.00	\$319,000.00	1.2.3	\$24,560.00			YES	YES	YES
2 Robert W. Irvine & Sons, Inc	\$385,700.00	\$0.00	\$385,700.00	1.2.3	\$1,000.00			YES	YES	YES
3 Kneeland Plumbing & Heating, Inc.	\$407,700.00	\$0.00	\$407,700.00	1.2.3	\$21,250.00			YES	YES	YES
230000 Heating, Ventilation and Air Conditioning										
1 Thomas E. Snowden, Inc	\$685,000.00	\$0.00	\$685,000.00	1.2.3	\$175,351.00			YES	YES	YES
260000 Electrical										
1 Systems Contracting Inc	\$991,800.00	\$0.00	\$991,800.00	1.2.3	\$0.00			YES	YES	YES
2 Brothers Electrical Corporation	\$1,222,800.00	\$0.00	\$1,222,800.00	1.2.3	\$198,208.00			YES	YES	YES
3 Wayne J. Griffin Electric, Inc.	\$1,270,000.00	\$0.00	\$1,270,000.00	1.2.3	\$151,438.00			YES	YES	YES

3.E.

	Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub- subs	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAMM Cert & Update Statement
4	Richard T. Losordo Electrical Svc Inc	\$1,294,000.00	\$0.00	\$1,294,000.00	1,2,3	\$244,104.00			YES	YES	YES
5	Annese Electrical Services, Inc. (WBE	\$1,368,000.00	\$0.00	\$1,368,000.00	1,2,3	\$383,552.00			YES	YES	YES
6	Brite-Lite Electrical Co., Inc.	\$1,371,701.00	\$0.00	\$1,371,701.00	1,2,3	\$372,835.00		GTC, Grace Thornton Company, Picard Construction	YES	YES	YES
7	LeVangie Electric Co., Inc.	\$1,390,000.00	\$0.00	\$1,390,000.00	1,2,3	\$198,208.00		CTA Construction Managers, LLC	YES	YES	YES



PCO #001

CTA Construction Managers
400 Totten Pond Road
Waltham, 02451
Phone: (781) 786-6600

Project: 2020-02 - Brookline High School

Prime Contract Potential Change Order #001: CE #001 - FSB Masonry Allowance

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline Massachusetts, 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham Massachusetts, 02451
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	1 - Brookline High School Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Steve Taylor (CTA Construction Managers, LLC)
STATUS:	Pending - In Review	CREATED DATE:	3/4 /2021
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$250,976.00

POTENTIAL CHANGE ORDER TITLE: CE #001 - FSB Masonry Allowance

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #001 - FSB Masonry Allowance

This proposal is for the increase in the masonry filed sub bid subcontract price between the initial low bidder and marmelo masonry who CTA was directed to subcontract with via email on 2/25/21. As noted in our February 17th 2021 letter, the masonry subcontractors scope includes items, particularly for the exterior site portion which have long lead times once submittals are approved.

Allowance carried for masonry: \$350,000.00

Marmelo's subcontract value: \$598,000.00

*CTA reserves its rights to additional time and direct and indirect costs associated with this change order. CTA does not waive its rights to an additional extension of time or to recover additional costs by signing this change order. The Awarding Authority, in executing this change order, agrees that CTA has properly reserved its rights for additional time and compensation.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-000 - Purpose	Masonry value increase	other	\$ 248,000.00
Subtotal:				\$248,000.00
B&I: 1.20% Applies to all line item types.				\$ 2,976.00
Grand Total:				\$250,976.00

COK 40 PM
CO No. 1

Brookline High School Project - Tappan Gym and 3rd Floor Renovation
 Tabulation of Trade Contractor Bids

10/2/2020

Trade bids due: 2:00PM, Friday, October 2, 2020



Contractor	Bid, no alternates	Alt.-1	Total	Addenda	Paragraph E sub- subs	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCANM Cert & Update Statement
040001 Masonry										
1 Fernandes Masonry, Inc.	\$350,000.00	\$0.00	\$350,000.00	1.2,3				YES	YES	YES
2 Costa Brothers Masonry	\$361,000.00	\$0.00	\$361,000.00	1.2,3				YES	YES	YES
3 Chapman Waterproofing	\$578,200.00	\$0.00	\$578,200.00	1.2,3		CTA Construction		YES	YES	YES
4 Marmelo Bros. Construction Co., Inc.	\$598,000.00	\$0.00	\$598,000.00	1.2,3				YES	YES	YES
5 P.J. Spillane Co., Inc.	\$825,000.00	\$0.00	\$825,000.00	1.2,3				YES	YES	YES
050001 Miscellaneous & Ornamental Iron										
1 L&L Contracting, Inc.	\$352,600.00	\$0.00	\$352,600.00	1.2,3				YES	YES	YES
2 Quinn Brothers of Essex, Inc.	\$391,000.00	\$0.00	\$391,000.00	1.2,3		Seaver Construction Inc. and GTC Construction Management		YES	YES	YES
3 SMJ Metal Company	\$414,390.00	\$0.00	\$414,390.00	1.2,3				YES	YES	YES
4 North Shore Steel	\$922,200.00	\$0.00	\$922,200.00	1.2,3				YES	YES	YES
070001 Waterproofing, Dampproofing and Caulking										
1 P.J. Spillane Co., Inc.	\$39,000.00	\$0.00	\$39,000.00	1.2,3				YES	YES	YES
2 Folan Waterproofing & Construction Co., Inc.	\$40,800.00	\$0.00	\$40,800.00	1.2,3				YES	YES	YES
3 Chapman Waterproofing	\$48,600.00	\$0.00	\$48,600.00	1.2,3		CTA Construction		YES	YES	YES
080002 Glass and Glazing										
1 Prudential Door & Window Co Inc	\$241,508.00	\$0.00	\$241,508.00	1.2,3				YES	YES	YES
2 Kapiloff's Glass Inc.	\$283,700.00	\$0.00	\$283,700.00	1.2,3		Integrated Facilities Construction Corp		YES	YES	YES
090002 Tile										
1 Joseph Cohn & Son Tile	\$100,160.00	\$0.00	\$100,160.00	1.2,3				YES	YES	YES
2 Pavilion Floors	\$175,176.00	\$0.00	\$175,176.00	1.2,3		GWV Inc.; CIM Services, Enfield Builders		YES	YES	YES
3 Capital Carpet &	\$183,993.00	\$0.00	\$183,993.00	1.2,3		PDS Engineering, Lambrian Construction, GWV, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management		YES	YES	YES
090003 Acoustical Tile										
1 K&K Acoustical Ceilings, Inc.	\$261,600.00	\$0.00	\$261,600.00	1.2,3				YES	YES	YES
2 The Cheviot Corporation	\$397,000.00	\$0.00	\$397,000.00	1.2,3				YES	YES	YES
090005 Resilient Floors										

Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub-sub	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCAMM Cert & Update Statement
1 Capital Carpet & Flooring	\$177,979.00	\$0.00	\$177,979.00	1.2.3			PDS Engineering, Lambrian Construction, GWV, CIM Services, Callahan, Nauset Construction, Nelco Worldwide, GTC Construction Management	YES	YES	YES
2 Massfloors Inc	\$193,738.00	\$0.00	\$193,738.00	1.2.3				YES	YES	YES
3 Pavillon Floors	\$217,733.00	\$0.00	\$217,733.00	1.2.3			GWV Inc., CIM Services, Enfield Builders	YES	YES	YES
090006 Terrazzo										
1 DePaoli Mosaic Company	\$87,778.00	\$0.00	\$87,778.00	1.2.3				YES	YES	YES
2 Roman Mosaic & Tile Company	\$97,471.00	\$0.00	\$97,471.00	1.2.3				YES	YES	YES
3 Joseph Cohn & Son Tile & Terrazzo, LLC	\$104,505.00	\$0.00	\$104,505.00	1.2.3				YES	YES	YES
090007 Painting										
1 Dendis Contracting	\$227,700.00	\$110,800.00	\$338,500.00	1.2.3				YES	YES	YES
2 Homer Contracting Inc.	\$241,000.00	\$130,000.00	\$371,000.00	1.2.3				YES	YES	YES
3 Boudreau Painting	\$269,200.00	\$203,150.00	\$472,350.00	1.2.3				YES	YES	YES
4 Bello Painting Co Inc	\$288,000.00	\$238,000.00	\$526,000.00	1.2.3				YES	YES	YES
5 M.L. McDonald	\$298,200.00	\$283,000.00	\$581,200.00	1.2.3				YES	YES	YES - Eligibility on DCAMM Website shown as valid
6 Drizos Contracting, LLC	\$314,000.00	\$85,000.00	\$399,000.00	1.2.3				YES	YES	YES - Eligibility Certificate expired. Per COVID-19 Executive Order #18 dated March 10, 2020, it got extended.
210001 Fire Protection System										
1 Rustic Fire Protection	\$98,500.00		\$98,500.00	1.2.3				YES	YES	YES
2 Carlyle Engineering, Inc.	\$194,270.00		\$194,270.00	1.2.3				YES	YES	YES
3 William M. Collins Co., Inc.	\$217,000.00		\$217,000.00	1.2.3				YES	YES	YES
4 Cogswell Sprinkler Co., Inc.	\$247,409.00		\$247,409.00	1.2.3				YES	YES	YES
220000 Plumbing										
1 P.J. Dionne Co., Inc	\$319,000.00	\$0.00	\$319,000.00	1.2.3	\$24,560.00			YES	YES	YES
2 Robert W. Irvine & Sons, Inc	\$385,700.00	\$0.00	\$385,700.00	1.2.3	\$1,000.00			YES	YES	YES
3 Kneeland Plumbing & Heating, Inc.	\$407,700.00	\$0.00	\$407,700.00	1.2.3	\$21,250.00			YES	YES	YES
230000 Heating, Ventilation and Air Conditioning										
1 Thomas E. Snowden, Inc	\$685,000.00	\$0.00	\$685,000.00	1.2.3	\$175,351.00			YES	YES	YES
260000 Electrical										
1 Systems Contracting Inc	\$991,800.00	\$0.00	\$991,800.00	1.2.3	\$0.00			YES	YES	YES
2 Brothers Electrical Corporation	\$1,222,800.00	\$0.00	\$1,222,800.00	1.2.3	\$198,208.00			YES	YES	YES
3 Wayne J. Griffin Electric, Inc.	\$1,270,000.00	\$0.00	\$1,270,000.00	1.2.3	\$151,438.00			YES	YES	YES

	Contractor	Bid, no alternates	Alt. 1	Total	Addenda	Paragraph E sub- subs	Bid Restricted to:	Bidders Excluded from using this bid	Bid Signed	Bid Bond or Deposit	DCA/M Cert & Update Statement
4	Richard T. Losordo Electrical Svc Inc	\$1,294,000.00	\$0.00	\$1,294,000.00	1.2.3	\$244,104.00			YES	YES	YES
5	Anness Electrical Services, Inc. (WBE)	\$1,368,000.00	\$0.00	\$1,368,000.00	1.2.3	\$383,552.00			YES	YES	YES
6	Brite-Lite Electrical Co., Inc.	\$1,371,701.00	\$0.00	\$1,371,701.00	1.2.3	\$372,835.00		GTC, Grace Thornton Company, Picard Construction	YES	YES	YES
7	LeVangie Electric Co., Inc	\$1,390,000.00	\$0.00	\$1,390,000.00	1.2.3	\$198,208.00		CTA Construction Managers, LLC	YES	YES	YES

BROOKLINE FARMERS' MARKET
TEMPORARY LICENSE AGREEMENT

This will confirm the terms of the Temporary License Agreement between Brookline Farmers' Market, Inc. (hereafter the "Corp."), and the Town of Brookline, a municipal corporation with its offices located at 333 Washington Street, Brookline, Massachusetts 02445 (hereafter the "Town") as follows:

The Town grants a temporary license to the Corp. (the "License") to use a portion of the Centre Street West Parking Lot (Tax Map 16, Block 83, Lot 7) for the temporary operation of a Farmers' Market on the portion of the premises, as described on Amended Exhibit "A" attached hereto and made a part hereof, and which portion is hereafter referred to as the "Property". This License includes the use of the Town's domestic water source and the ability to run a water hose from the source to the Property, as approximately shown on Amended Exhibit "A".

The term of the License shall begin on June 3, 2021 and end on November 18, 2021. The Corp. may use the Property for a maximum of 25 days, on Thursdays from 9AM – 9PM, within the term of the License in exchange for a license fee payment of \$1,625, which shall be paid to the Town of Brookline no later than June 1, 2021.

The Corp. will be permitted to make use of the existing electric power on the Property with the prior approval of the Commissioner of the Department of Public Works of the Town or his designee. The Corp. is also required to have a portable restroom service and is permitted to drop off one portable restroom on the Property Wednesdays after noon and have it removed Fridays before noon through November 18, 2021.

The Town shall allow the Corp. access to the Property by way of ingress and egress during the term of the License.

The Corp. agrees to indemnify, defend, and hold the Town of Brookline, its agents, servants, employees, elected officials, and appointed officials harmless from any and all claims and liability of any kind, including but not limited to claims for personal injury or property damage or death that may result from the use of the Property as defined in Amended Exhibit "A" as a Farmers' Market unless said property damage or personal injury arises as a result of the sole negligence of the Town, its agents, servants or employees.

The Corp. shall maintain at its own expense during the term of this License Agreement, Commercial General Liability insurance with a general aggregate limit of \$2,000,000 for personal injury and property damage. The Certificate of Insurance shall name the Town as an additional insured. The Corp. shall provide a certificate of insurance to the Town in a form acceptable to Town Counsel, prior to June 4, 2021 and such insurance coverage shall be a prerequisite to the granting of the License.

The operations of the Farmers' Market and of the vendors it includes shall comply with all applicable federal, state and town laws, regulations, by-laws and codes, including, but not limited to, Article 8.8 of the Town's By-Laws ("Food Establishments Handling of Refuse").

The Board may modify or revoke this License for cause, after reasonable notice to the Corp. of

3.F.

the grounds for the proposed action and the time and place of the hearing.

The Board and the Corp. mutually agree that this License is personal to the Corp. and is not saleable, assignable, or otherwise transferable.

The undersigned represent and warrant that they have the right, capacity and all necessary authority to execute and deliver this License Agreement on behalf of the respective party for whom they have signed.

WITNESS:

By:

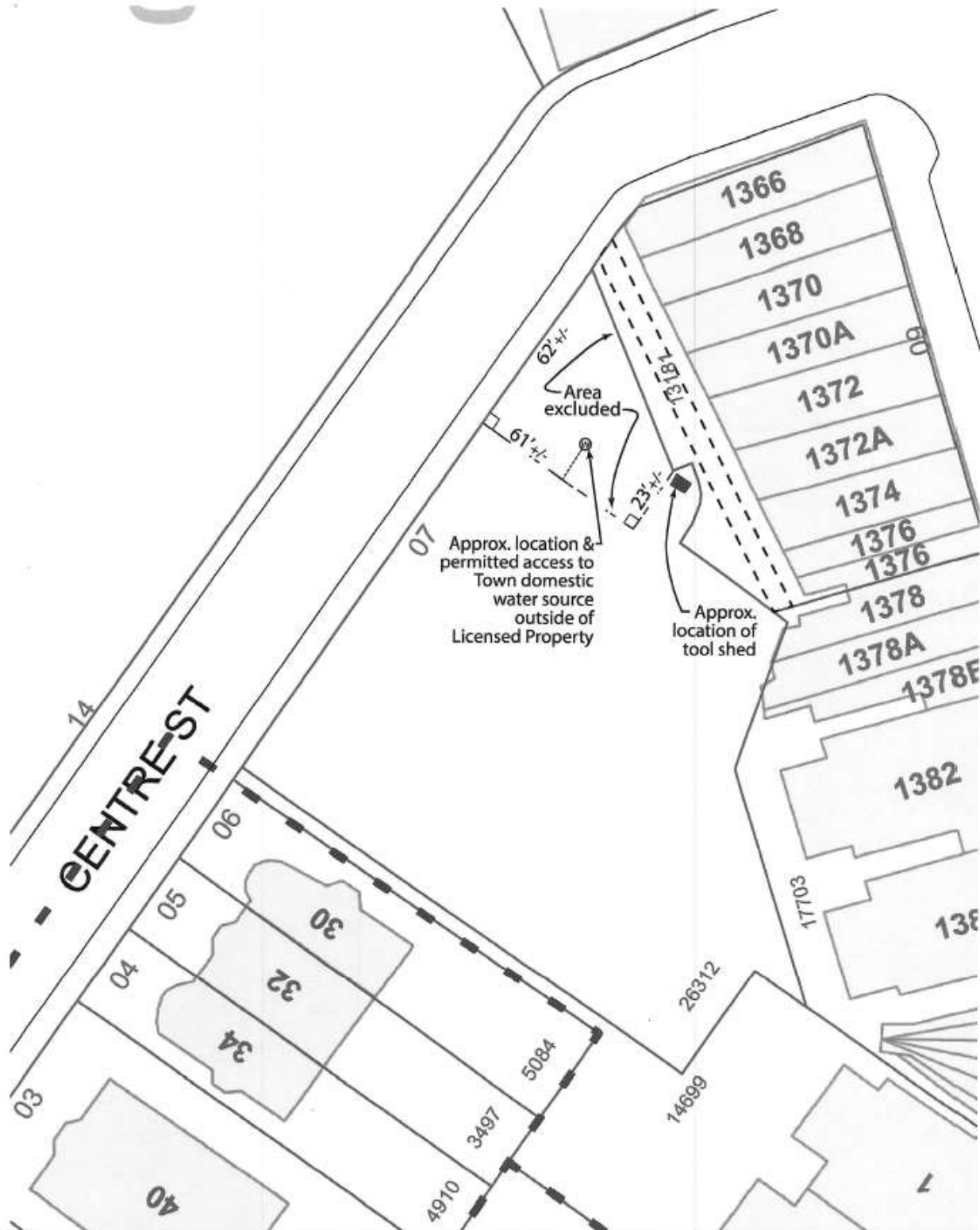
By: Abram Faber
Title: Treasurer, and Co-Director
Brookline Farmers' Market, INC

Date: _____

By:

By: Bernard Greene
Title: Select Board Chair, on behalf of the Select
Board, Town of Brookline, Massachusetts

Date: _____



Amended Exhibit A: Licensed Property, a portion of Tax Map 16, Block 83, Lot 7 as shown above
 Scale: 1' = 40' Date: June 29, 2020

The Office of Town Counsel
Memorandum

To: Select Board

From: Joslin Murphy

Re: Reissuance of the May 18, 2021 Annual Town Meeting Warrant

Date: March 22, 2021

Cc: Mel Kleckner
Melissa Goff

Under item 3G of the Select Board's March 23, 2021 meeting agenda, you are requested to consider the question of complying with the procedural requirements of Section 8 (d) and (e) of Chapter 92 of the Acts of 2020 as they pertain to the planned remote May 18, 2021 Annual Town Meeting; and in so doing to (1) approve the Moderator's March 22, 2021 request to conduct the May 18, 2021 Annual Town Meeting remotely; and (2) re-issue the Warrant for the purpose of (a) including remote access information in the Warrant in compliance with Act, and (2) correcting a scrivener's error which omitted the bullet "Egmont Street - \$47,000 to cover unpaid tenant rents" in Article 10 of the Warrant. This sentence was included in the Warrant Article that was timely submitted on March 4, 2021 by the petitioner, but was omitted in the copy emailed to the Deputy Administrator; consequently, it was omitted from the printed Warrant. All original articles submitted by the deadline remain the same as submitted.

The following vote is recommended under this item:

Voted:

To approve the Moderator's 3/22/21 request to conduct the May 18, 2021 Annual Town Meeting remotely, pursuant to Section 8 of Chapter 92 of the Acts of 2020; and

To re-issue the Warrant for the May 18, 2021 Annual Town Meeting, replacing the paragraph immediately after the word "Greetings" with the following paragraphs:

"In the name of the Commonwealth of Massachusetts, you are hereby required to NOTIFY and WARN the inhabitants of the TOWN OF BROOKLINE, qualified to vote at elections to meet by means of the Zoom video conferencing platform and telephone conferencing system described more particularly below on May 18, 2021 at 7:00 o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by the representative Town Meeting.

Pursuant to Chapter 92 of the Acts of 2020, the Town Meeting shall be held remotely by the means requested in the accompanying letter from the Moderator dated [insert date] as follows: The Moderator, Town Meeting Members, Town officials and registered voters residing in the town who have arranged with the Town Clerk to participate in the Meeting may access and witness the deliberations and actions taken at the Meeting via the Zoom videoconferencing platform and/or telephone

3.G.

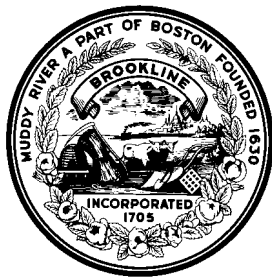
conferencing by following the instructions to be provided to them in advance by the Moderator, the Town Clerk or a designee. Registered voters residing in the Town who wish to participate in the Meeting must submit a request to the Town Clerk at lgolburgh@brooklinema.gov not later than 7:00 PM on May 16, 2021. All other interested members of the public who wish to witness the deliberations and actions taken at the Meeting may do so via the live video streaming service provided by Brookline Interactive Group at brooklineinteractive.org/live or on RCN Channel 15 or Comcast Channel 23"; and,

At the conclusion of Warrant Article 10, after the bullet stating [Only 25 of 375 units or .06 of the units will be partially updated] to add the following bullet: ["Egmont Street - \$47,000 to cover unpaid tenant rents"]; and

And voted further: to direct the Town Clerk to publicly post copies of such Warrant as required under Article 2.1.5 of the Town's General Bylaws.

Explanation

Pursuant to Section 8(d) of Chapter 92 of the Acts of 2020, the relief legislation that was enacted in order to authorize Town Meetings to be conducted remotely during the COVID State of Emergency, the Select Board must vote to approve the Moderator's request for the town meeting to be conducted remotely within ten business days of the request, the Town Clerk must notify the Attorney General of the vote and the Moderator's request within five business days of the vote, and the warrant for such remotely conducted meetings are required to expressly state the information that is necessary "for the moderator, town meeting members, town officials and interested members of the public to access and witness the deliberations and actions taken at the town meeting remotely." The foregoing vote is recommended to ensure compliance with these requirements of the Act. Once approved, notice of the Town Meeting Warrant must be given in accordance with G.L. c. 39, s. 10 and the by-laws of the Town, which state that they shall be filed with the Town Clerk and publicly posted at least 14 days before the Annual Town Meeting. *General By-laws*, Section 2.1.5.



Town of Brookline


Massachusetts

**Department of Planning and
Community Development**

Town Hall, 3rd Floor
333 Washington Street
Brookline, MA 02445
(617) 730-2130 Fax (617) 730-2442
ASteinfeld@brooklinema.gov

Alison C. Steinfeld
Director

To: Brookline Select Board

From: Joe Viola, Assistant Director for Community Planning 

Re: **Substantial Amendment to the CDBG FY 2020 Annual Action Plan**

- CDBG – CV Public Hearing on March 23, 2020

Date: March 18, 2021

SUBSTANTIAL AMENDMENT TO THE FY 20 CDBG ANNUAL ACTION PLAN

In order to program the Town's second allocation of CDBG - CV funds for the uses proposed in this memorandum, the Board must vote to approve a substantial amendment to the Town's FY 2020 CDBG Annual Action Plan (AAP).

Amending the AAP requires a public notice and comment process. To that end, the Town published a legal notice in the Brookline TAB with a run date of 3/18/2021 to inform the public of the proposed AAP amendment. The notice provides information about an abbreviated comment period, as allowed under the March 27, 2020 CARES Act, and provides a description of the proposed action plan amendment. The notice also invites public comment for a five day period, which concludes on 3/23/2021. The Board's virtual public hearing, scheduled for March 23, 2021 at approximately 6:00 PM, provides an opportunity for public input.

At the conclusion of the virtual public hearing, we request that the Board take separate votes to approve the substantial amendment for the activities specified in this memorandum and to authorize the Chair to execute forms and certifications that will serve as an application to U.S. Department of Housing and Urban Development for CDBG-CV funding. After your votes, staff will submit the materials to HUD and await approval of the proposed amendment.

FUNDING RECOMMENDATIONS

Based on a number of conversations with community partners about ongoing needs related to COVID-19, and after consultations with the U.S. Department of Housing and Urban Development about allowable uses for supplemental CDBG-CV funds, the Planning and Community Development Department offers the following funding

6.A.

recommendations to the Brookline Select Board for your consideration and approval. Contract amendments and extensions for these programs will be sought by staff at a later date after the budget is approved.

Required Votes:

- Vote to approve a Substantial Amendment to the Town's FY 2020 (FFY19) Annual Action Plan for the use of CDBG – CV funds, as follows:

A. PUBLIC SERVICES		
Brookline Safety Net Program	\$ 71,034.00	Funding for emergency housing and subsistence needs
Brookline Food Pantry	\$ 240,000.00	Funding for food inventory and delivery
SUBTOTAL	\$ 311,034.00	
B. ECONOMIC DEVELOPMENT		
EDLTP Business Assistance	\$ 100,000.00	Funding for working capital grants to businesses
C. PUBLIC HOUSING		
BHA – coronavirus response	\$ 120,000.00	Funding for PPE and sanitization
TOTAL	\$ 531,034.00	

- Vote to authorize the Chair or his designee to execute standard forms SF- 424 and 424D - which serve as an application for federal discretionary programs - and other required certifications

SUMMARY OF PROPOSED USES

A. PUBLIC SERVICES

CDBG-CV funds will be allocated to Public Service agencies to provide much-needed COVID-19 relief for vulnerable and at-risk residents. As economic disruption continues, these programs will help to stave off pandemic-related food and housing crises.

Safety Net (\$71,034.00): While private fundraising by the Brookline Community Foundation and an infusion of Town-controlled funds have helped to provide a solid foundation, staff recommends an additional allocation to the Brookline Center for Community Mental Health's (BCCMH) Safety Net Program. BCCMH staff will continue to target funds to clients needing assistance with housing stability, utilities and other basic subsistence needs.

Food Security (\$240,000): The Brookline Food Pantry (BFP) has continued to address an elevated need for this vital community program to ensure that all residents have regular access to food and do not go hungry. Nearly all of the \$235,000 in CDBG-CV/CDBG funds allocated to the program in calendar year 2020 have been spent. The BFP still has an ongoing need for its services, and additional funding will ensure food security for many of the BFP's clients.

B. ECONOMIC DEVELOPMENT

Business Assistance (\$100,000): After utilizing \$200,000 in CARES Act funding to assist 15 small businesses in 2020, Brookline's Economic Development and Long Term Planning Division will utilize a second round of CDBG-CV funds to assist an additional 6-8 small- to medium-sized businesses through grants ranging from \$10,000 -

6.A.

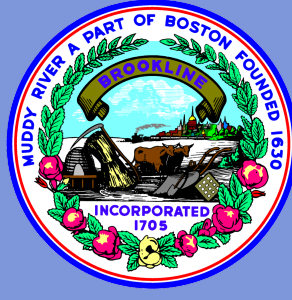
\$15,000. Like the previous program, funding will be targeted to small businesses owned by low/moderate (L/M) income people or for other businesses with at least 51% L/M employees that need financial assistance to retain or create jobs. As in the previous program, funding could be used as working capital for business-related expenses, such as assisting with rent and utility bills, reimbursing owners for perishable stock and inventory, or assisting businesses with a transition from storefront to a delivery or e-commerce model.

C. PUBLIC HOUSING

PPE and Sanitization Costs (\$120,000): The Brookline Housing Authority has not received assistance to address ongoing sanitization costs for its state public housing portfolio. There is a substantial cost for this ongoing task and the need to perform the work will continue for some time. CDBG - CV funds will be used to reimburse the BHA for previous work and to pay for continued sanitization costs for its state public housing developments.

Town of Brookline FY22 Program Budget

Administration and Finance | Information Technology



Program Description

Information Technology (IT) plays a key role in Brookline's ability to educate its children, respond to emergencies, and efficiently provide services to its citizens. Investments in IT applications and infrastructure provide managers with tools to operate more efficiently, increase productivity, and manage the financial, physical, and human resources of the Town. The Department is led by the Chief Information Officer (CIO), who serves in this capacity for both the Town and the Schools. (This budget reflects only the Town resources available to the Department; there are also IT funds included in the School Department budget.)

The Department's mission is to use technology so as to enhance the delivery of Town and School services to the community. It is responsible for the integration of all activities and resources designated as:

1. Systems and data processing, comprised of computer-based systems design and implementation, applications, and operating software;
2. Telecommunications systems and networks, comprised of the integration of planning, development, and implementation of all systems and network services;
3. Delivery of applications and other information services products that meet the users' specifications in terms of quality and cost;
4. Protection of the Town's computer data and information assets and resources;
5. Identification of opportunities in the development and support of new and existing technologies; and
6. Training of employees in the use of various aspects of information technology.

The ITD has four divisions: Administration, Digital Services/Application Management, Network Support, and Customer Service. A brief description of each is listed below:

Administration - provides continuous coordination of the divisions through effective leadership so that all technology-related aspects of Brookline's government are functioning effectively and efficiently. These responsibilities are accomplished under the direction of the Chief Information Officer (CIO) with the assistance of the Director of IT Applications.

Digital Services - is responsible for those functions related to providing, maintaining, and supporting the use of software needed to meet the operational,

management, and reporting requirements of the Brookline organization.

Network Support - is responsible for those functions related to implementing, maintaining, and supporting the connectivity between the organization's computers, telecom infrastructure, and systems software.

Customer Service - is responsible for those functions related to directly supporting users of IT systems and services.

FY22 Objectives

1. Continue digital transformation.
2. Maximize and fully implement all functional features of existing systems.
3. Migrate servers and upgrade financial system.
4. Implement Two-Factor Authentication.
5. Increase network throughput and redundancy.
6. Replace onsite virtualization, storage and backup infrastructure.
7. Plan for end-of-life network and server hardware replacements.
8. Implement next-generation networks, firewall and wireless technology.
9. Migrate from AWS to AWS GovCloud.
10. Implement hybrid cloud for disaster recovery.

FY21 Accomplishments

1. Provided steady, secure and timely support to all Town and Schools departments and services throughout the pandemic.
2. Provided timely support to remote workforce and learning.
3. Worked collaboratively with departments, rapidly transformed many services digitally.
4. Rapidly implemented video conferencing platforms in response to COVID and provided numerous training sessions to public meeting hosts and internal users.
5. Rapidly supplied devices to remote workforce.
6. Implemented new online permits and streamlined workflow, including the following:
7. Implemented Digital Signature.
8. Programmed ad hoc and on-demand online forms for VPN access and COVID Employee Self certification.
9. Supplied additional email and storage accounts to EMT and Health during COVID.
10. Assisted the rollout of Open Town Hall survey tool.

FY22 Budget Line Item Report

Collapse All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ SALARIES	\$ 1,205,260	\$ 1,215,249	\$ 1,242,973	27,724	2.23%
(510101) PERMANENT FULL TIME	1,162,652	1,207,549	1,236,023	28,474	2.30%
(513044) LONGEVITY PAY	7,750	7,150	6,400	-750	-11.72%
(514501) EXTRA COMPENSATION	350	0	0	0	0.00%
(515058) VACATION BUYOUT	18,822	0	0	0	0.00%
(515059) A DAY BUYOUT	15,136	0	0	0	0.00%
(515501) CLOTHING-UNIFORM ALLOWANCE	550	550	550	0	0.00%
▼ SERVICES	489,957	580,773	675,773	95,000	14.06%
(522015) D P EQUIP R & M	2,780	12,000	12,000	0	0.00%
(522016) COMPUTER SOFTWARE R & M	278,317	320,805	415,805	95,000	22.85%
(522019) EQUIPMENT SERVICE CONTRACT	0	3,000	3,000	0	0.00%
(523011) COPY EQUIP RENTAL/LEASES	1,788	2,431	2,431	0	0.00%
(523012) PHOTOCOPY SERVICE CONTRAC	0	620	620	0	0.00%
(523020) SOFTWARE LICENSES	47,334	0	0	0	0.00%
(524002) OFFICE/CLERICAL SERVICES	385	0	0	0	0.00%
(524008) GENERAL CONSULT SERVICES	26,022	40,000	40,000	0	0.00%
(524010) PROFESSIONAL/TECH SERVICE	7,335	5,000	5,000	0	0.00%
(524031) INTERNET RELATED SERVICES	3,925	2,000	2,000	0	0.00%
(525001) TELEPHONE & TELEGRAPH	113,613	191,917	191,917	0	0.00%
(525002) WIRELESS COMMUNICATIONS	8,225	3,000	3,000	0	0.00%
(528005) CREDIT CARD SERVICE CHARGES	233	0	0	0	0.00%
▼ SUPPLIES	8,392	10,350	10,350	0	0.00%
(531012) OFFICE SUPPLIES	4,237	350	350	0	0.00%
(531015) DATA PROCESSING SUPPLIES	4,155	5,000	5,000	0	0.00%
(531018) DATA PROCESSING SOFTWARE	0	5,000	5,000	0	0.00%
▼ OTHER	22,240	15,050	15,050	0	0.00%
(551020) IN STATE TRAVEL -OTHER	0	100	100	0	0.00%
(551099) EDUCATION/TRAINING/CONFERENCES	19,581	14,000	14,000	0	0.00%
(553010) PROFESSIONAL DUES/MEMBERS	2,659	950	950	0	0.00%
▼ BUDGETED CAPITAL	268,100	268,100	268,100	0	0.00%
(5A0005) DATA PROCESSING EQUIPMENT-BUD	13,972	13,000	13,000	0	0.00%
(5A0017) LEASED COMPUTER EQUIPMENT	12,711	5,100	5,100	0	0.00%
(5A0035) LEASED DATA STORAGE EQUIPMENT	41,417	50,000	50,000	0	0.00%
(5A0036) LEASED NETWORK EQ & SOFTWARE	200,000	200,000	200,000	0	0.00%
Total	\$ 1,993,949	\$ 2,089,522	\$ 2,212,246	122,724	5.55%

Data filtered by EXPENSES, INFORMATION TECHNOLOGY and exported on February 15, 2021. Created with OpenGov

Administration

Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► SALARIES	\$ 200,993	\$ 222,450	\$ 228,034	5,584	2.45%
► SERVICES	489,957	580,773	675,773	95,000	14.06%
► SUPPLIES	8,392	10,350	10,350	0	0.00%
► OTHER	22,240	15,050	15,050	0	0.00%
► BUDGETED CAPITAL	264,545	268,100	268,100	0	0.00%
Total	\$ 986,127	\$ 1,096,723	\$ 1,197,307	100,584	8.40%

Data filtered by EXPENSES, INFORMATION TECHNOLOGY and exported on February 11, 2021. Created with OpenGov

Application Management

Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► SALARIES	\$ 601,156	\$ 597,567	\$ 607,964	10,397	1.71%
► BUDGETED CAPITAL	3,555	0	0	0	0.00%
Total	\$ 604,711	\$ 597,567	\$ 607,964	10,397	1.71%

Data filtered by EXPENSES, INFORMATION TECHNOLOGY and exported on February 11, 2021. Created with OpenGov

Network Support

Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► SALARIES	\$ 311,604	\$ 302,420	\$ 309,921	7,501	2.42%
Total	\$ 311,604	\$ 302,420	\$ 309,921	7,501	2.42%

Data filtered by EXPENSES, INFORMATION TECHNOLOGY and exported on February 11, 2021. Created with OpenGov

Customer Service

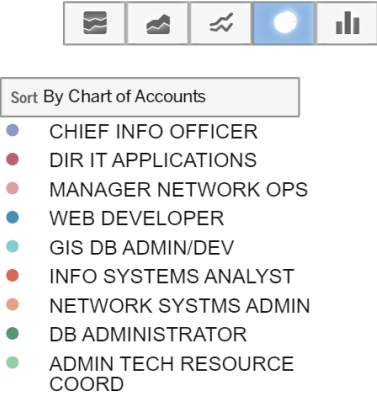
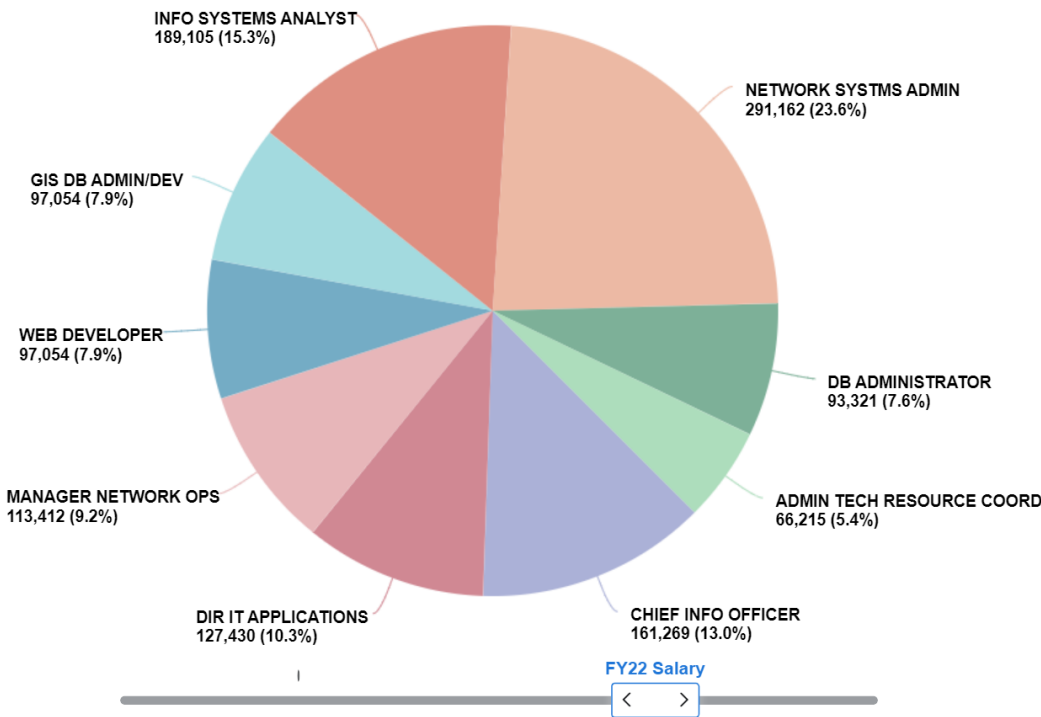
Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► SALARIES	\$ 91,507	\$ 92,812	\$ 97,054	4,242	4.37%
Total	\$ 91,507	\$ 92,812	\$ 97,054	4,242	4.37%

Data filtered by EXPENSES, INFORMATION TECHNOLOGY and exported on February 11, 2021. Created with OpenGov

FY22 FTE Salary

Used for Sect. IV Departmental budgets IBB

Visualization



	FY22 FTE	FY22 Salary
CHIEF INFO OFFICER	1	161,269
DIR IT APPLICATIONS	1	127,430
MANAGER NETWORK OPS	1	113,412
WEB DEVELOPER	1	97,054
GIS DB ADMIN/DEV	1	97,054
INFO SYSTEMS ANALYST	2	189,105
NETWORK SYSTMS ADMIN	3	291,162
DB ADMINISTRATOR	1	93,321
ADMIN TECH RESOURCE COORD	1	66,215
Total	12	1,236,022

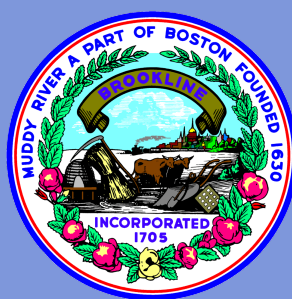
Data filtered by INFORMATION TECHNOLOGY, GENERAL FUND, INFORMATION TECHNOLOGY and exported on February 11, 2021. Created with OpenGov

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2018	ACTUAL FY2019	ACTUAL FY2020	ESTIMATE FY2021	ESTIMATE FY2022
<u>Application Management</u>					
Enterprise Applications Maintained	20	18	53	57	58
Departmental Applications Maintained	13	22	44	48	48
BrooklineMA.gov Site Visits	649,805	677,479	748,228	1,140,926	1,000,000
BrooklineMA.gov Mobile site Visits	179,000	196,284	487,452	205,000	205,000
% Uptime	99.7%	99.7%	99.85%	99.9%	99.9%
Webpages Maintained	985	800	804	800	800
Brookline.k12.ma.us Site Visits	325,000	495,323	532,019	550,000	550,000
% Uptime	99.7%	99.9%	99.84%	99.9%	99.9%
Public List Servs Managed	112	81	94	100	100
# of Standard Maps Available	365	345	335	335	335
GIS Data Layers	374	374	486	489	489
<u>Network Operations</u>					
Network Connected Sites	42	43	44	45	47

Town of Brookline FY22 Program Budget

Leisure Services | Recreation



Program Description

The Recreation Department provides high quality, affordable activities and services year round. Our mission is to enhance the quality of life through enriching experiences, which support the Brookline Community in developing and maintaining healthy lifestyles.

The Park and Recreation Commission consists of seven residents appointed by the Select Board and services as a policy-making body to the Recreation Department. The Commission is responsible for providing year-round, high quality indoor and outdoor recreation activities for children, youths, and adults. The goals of the Commission are the deliver active programs that provide cultural, social, mental, and physical elements to get to health and fitness of the whole person. Furthermore, the Commission goals is to ensure the programs take place in a well-maintained park or facility. The Commission is also concerned with meeting community-based needs with programs that are cost-effective and within the reach of the overall community resource base, while providing the highest level of participant satisfaction through supervised programs, have safety as top priority, and well presented. Individuals with special conditions are entitled to full participation in any Recreation Department program.

The Recreation Department maintains three budgets: General Fund, The Golf Course Enterprise Fund, and the Recreation Revolving Fund. Please see the detail of these two separate funds that follow this General Fund Budget Recommendation.

The General Fund has two categories: Administration and Aquatics.

The **Administration Sub-Program** is responsible for the overall workings of the Department in accordance with the policies established by the Park and Recreation Commission. Staff organize, maintain, and control all recreation services, either as direct department functions or in cooperation with other municipal agencies or volunteer groups. These individuals recruit, select, assign, supervise and evaluate personnel, conduct training sessions, and recommend new programs. The management team monitors the expenditure of funds, prepares annual estimates

of financial need and master plans, and supervises the record of receipts and expenditures.

The **Aquatics Sub-Program** funds the Evelyn Kirrane Aquatic Center complex that consists of three pools: a 42' X 75' lap pool, a 30' X 36' diving pool, and a 25' X 36' teaching pool. The Aquatic Center is available to the Public Schools of Brookline during the school year for high school athletics and health and wellness classes. Hundreds of Summer Campers enjoy The Center during summer months. Community members of all ages enjoy the facility on weekends, evenings, and early mornings. In FY19, the Aquatic Center reported 81,000 user days.

FY22 Objectives

1. Continue to CAPRA Accreditation project
2. Continue to focus on stabilizing after global pandemic
3. Establish and implement Community Engagement Goals
4. Establish and implement/operationalize Diversity Goals
5. Develop department wide CIP and R&M strategy and goals

FY21 Accomplishments

1. Completed Full Department Cost Recovery Assessment and Update
2. CAPRA (Parks and Recreation Accreditation) accreditation under way, estimated 5 year project.
3. On boarded new registration software, Amilia/SmartRec
4. Leadership staff successfully led our department through COVID pandemic

FY22 Budget Line Item Report

Collapse All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ SALARIES	\$ 749,969	\$ 757,616	\$ 758,855	1,239	0.16%
(510101) PERMANENT FULL TIME	691,621	733,750	734,989	1,239	0.17%
(510140) SHIFT DIFFERENTIAL	3,930	6,361	6,361	0	0.00%
(510300) OVERTIME PAY	30,359	9,355	9,355	0	0.00%
(513044) LONGEVITY PAY	3,650	5,350	5,350	0	0.00%
(514510) SICK PAY BUYOUT	3,211	0	0	0	0.00%
(515058) VACATION BUYOUT	4,989	0	0	0	0.00%
(515059) A DAY BUYOUT	8,359	0	0	0	0.00%
(515501) CLOTHING-UNIFORM ALLOWANCE	3,850	2,800	2,800	0	0.00%
▼ SERVICES	127,608	23,037	23,037	0	0.00%
(523016) SOFTWARE SERVICE CONTRACT	22,441	11,000	11,000	0	0.00%
(523070) MOTOR VEHICLE/EQUIP RNTL	24,979	0	0	0	0.00%
(523090) OTHER RENTALS/LEASES	460	312	312	0	0.00%
(523590) BUILDING CLEANING SERVICE	18,823	0	0	0	0.00%
(524002) OFFICE/CLERICAL SERVICES	455	245	245	0	0.00%
(524010) PROFESSIONAL/TECH SERVICE	16,721	0	0	0	0.00%
(525002) WIRELESS COMMUNICATIONS	9,800	10,380	10,380	0	0.00%
(525030) PRINTING SERVICES	31,853	0	0	0	0.00%
(525060) ADVERTISING SERVICES	2,075	1,100	1,100	0	0.00%
▼ SUPPLIES	79,621	86,480	86,480	0	0.00%
(531012) OFFICE SUPPLIES	15,968	14,480	14,480	0	0.00%
(532015) EQUIPMENT MAINT SUPPLIES	11,625	19,000	19,000	0	0.00%
(532030) MAINTENANCE SUPPLIES	39,055	46,000	46,000	0	0.00%
(533111) SPECIAL PROGRAM SUPPLIES	5,906	6,000	6,000	0	0.00%
(535010) MEDICAL SUPPLIES	0	1,000	1,000	0	0.00%
(539020) RECREATION SUPPLIES	7,067	0	0	0	0.00%
▼ OTHER	11,562	12,400	12,400	0	0.00%
(551020) IN STATE TRAVEL -OTHER	119	0	0	0	0.00%
(551099) EDUCATION/TRAINING/CONFERENCES	7,417	7,500	7,500	0	0.00%
(552010) AIRFARE	2,740	2,400	2,400	0	0.00%
(552020) HOTEL	0	1,300	1,300	0	0.00%
(553010) PROFESSIONAL DUES/MEMBERS	1,285	1,200	1,200	0	0.00%
▼ UTILITIES	145,901	170,364	174,619	4,255	2.44%
(561010) ELECTRICITY	99,156	105,037	114,832	9,795	8.53%
(561011) NATURAL GAS	30,266	41,493	35,269	-6,224	-17.65%
(561021) GASOLINE	1,711	4,817	5,761	944	16.39%
(561022) DIESEL	2,454	2,008	2,972	964	32.44%
(561030) WATER	12,314	17,009	15,785	-1,224	-7.75%
▼ BUDGETED CAPITAL	2,775	3,000	3,000	0	0.00%
(5A0017) LEASED COMPUTER EQUIPMENT	2,775	3,000	3,000	0	0.00%
Total	\$ 1,117,436	\$ 1,052,897	\$ 1,058,391	5,494	0.52%

Data filtered by EXPENSES, GENERAL FUND, RECREATION and exported on February 11, 2021. Created with OpenGov

Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► REVENUES	\$ 45,700	\$ 20,000	\$ 20,000	0	0.00%
Revenues Less Expenses	\$ 45,700	\$ 20,000	\$ 20,000	0	0.00%

Data filtered by Types, GENERAL FUND, RECREATION and exported on February 11, 2021. Created with OpenGov

Cost Recovery

<u>REVENUES</u>	<u>REQUEST</u>
	<u>FY2022</u>
General Fund	20,000
Revolving Fund	3,879,931
<u>Golf Enterprise Fund</u>	<u>2,062,388</u>
TOTAL	5,962,319
<u>EXPENDITURES</u>	
General Fund	1,058,391
General Fund Benefits est. (current employees)	395,522
Revolving Fund	3,879,931
<u>Golf Enterprise Fund</u>	<u>2,062,388</u>
TOTAL	7,396,232
Cost Recovery	80.6%
General Fund Subsidy	19.4%

Cost Recovery measures the extent to which the cost of the Department is supported by user fees versus tax dollars. Many recreation departments across the country utilize a cost recovery model for long range strategic financial planning. The model is “best practice.” The Brookline Recreation Department has utilized the policy and model since 2010. The Cost Recovery Policy identifies the percentages of programs and services that are to be subsidized by tax dollars by assigning a level of community benefit; each program area is given a goal percentage that needs to be “recovered” based on the community benefit, then a subsidy is applied accordingly.

For example, a program or service that provides the highest level of “community benefit” will have a smaller cost recovery than a program or service that is “highly individual.” This approach to cost recovery follows the “Pyramid Methodology” that was developed in 2009. The Park and Recreation Commission adopted the methodology that year with a three-year implementation goal. The Commission’s fundamental purpose in implementing a cost recovery methodology is to provide accurate accounting and transparency to the community, and to achieve a clear

Financial Assistance

<u>PROGRAM</u>	<u>FINANCIAL ASSISTANCE</u>
Soule Center	\$35,000
Soule Gym	\$300
Environmental Ed Center	\$2,000
Aquatic	\$5,700
Eliot	\$13,000
Tappan	\$1,000
Outdoor Rec	\$75,000
Outdoor Athletic	\$1,000
<u>Offsite - Out of Town Trips</u>	<u>\$2,000</u>
TOTAL	\$135,000

The Recreation Department will not turn away any resident from participating in a program for financial reasons. The Department provides financial aid for program fees to all qualified Brookline Residents. Park and Recreation Commission’s practice is to support families in need and ensure that everyone has the opportunity to participate in all that Brookline Recreation Department has to offer.

consistent approach to the pricing of programs and services that the Recreation Department offer to the community.

Administration

Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▸ SALARIES	\$ 449,946	\$ 492,922	\$ 494,161	1,239	0.25%
▸ SERVICES	127,148	22,245	22,245	0	0.00%
▸ SUPPLIES	42,652	49,980	49,980	0	0.00%
▸ OTHER	11,562	12,400	12,400	0	0.00%
▸ UTILITIES	20,228	24,976	29,733	4,757	16.00%
▸ BUDGETED CAPITAL	2,775	3,000	3,000	0	0.00%
Total	\$ 654,312	\$ 605,523	\$ 611,519	5,996	0.98%

Data filtered by EXPENSES, GENERAL FUND, RECREATION and exported on February 11, 2021. Created with OpenGov

Swimming Pool

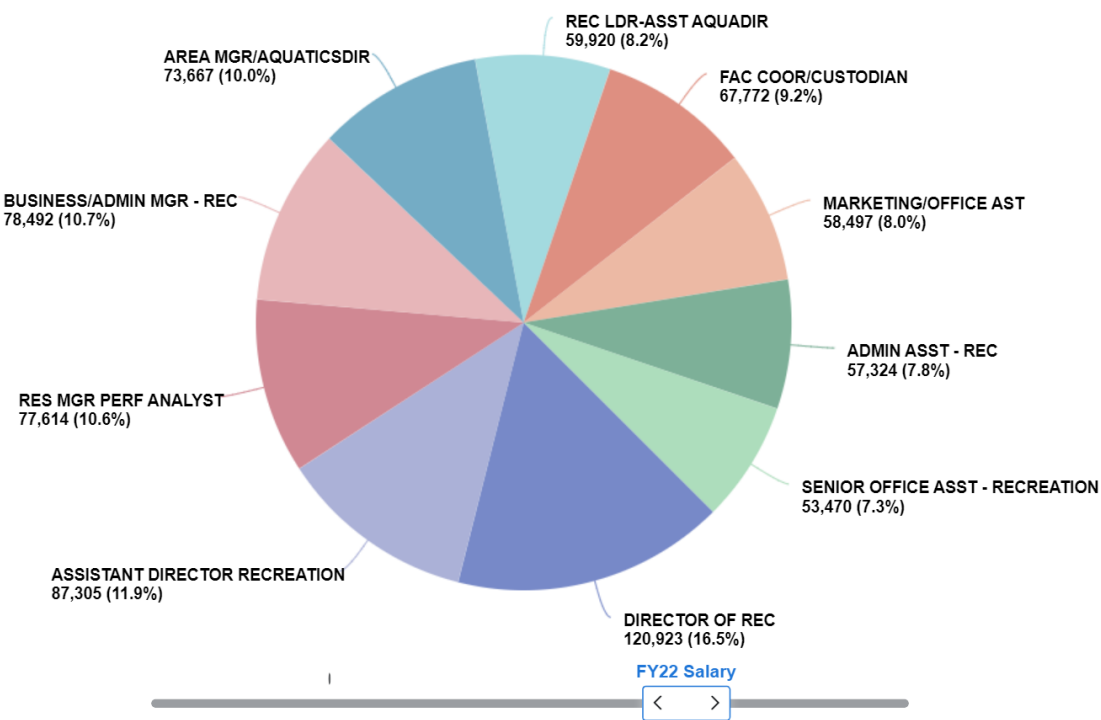
Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▸ SALARIES	\$ 300,023	\$ 264,694	\$ 264,694	0	0.00%
▸ SERVICES	460	792	792	0	0.00%
▸ SUPPLIES	36,969	36,500	36,500	0	0.00%
▸ UTILITIES	125,673	145,388	144,886	-502	-0.35%
Total	\$ 463,125	\$ 447,374	\$ 446,872	-502	-0.11%

Data filtered by EXPENSES, GENERAL FUND, RECREATION and exported on February 11, 2021. Created with OpenGov

FY22 FTE Salary

Used for Sect. IV Departmental budgets IBB

Visualization



- Sort By Chart of Accounts
- DIRECTOR OF REC
 - ASSISTANT DIRECTOR RECREATION
 - RES MGR PERF ANALYST
 - BUSINESS/ADMIN MGR - REC
 - AREA MGR/AQUATICSDIR
 - REC LDR-ASST AQUADIR
 - FAC COOR/CUSTODIAN
 - MARKETING/OFFICE AST
 - ADMIN ASST - REC
 - SENIOR OFFICE ASST - RECREATION

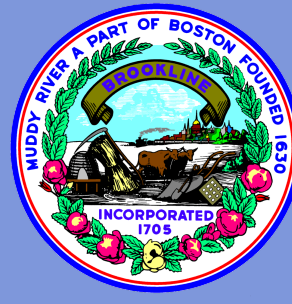
	FY22 FTE	FY22 Salary
DIRECTOR OF REC	1	120,923
ASSISTANT DIRECTOR RECREATION	1	87,305
RES MGR PERF ANALYST	1	77,614
BUSINESS/ADMIN MGR - REC	1	78,492
AREA MGR/AQUATICSDIR	1	73,667
REC LDR-ASST AQUADIR	1	59,920
FAC COOR/CUSTODIAN	1	67,772
MARKETING/OFFICE AST	1	58,497
ADMIN ASST - REC	1	57,324
SENIOR OFFICE ASST - RECREATION	1	53,470
Total	10	734,984

Data filtered by RECREATION, GENERAL FUND, RECREATION and exported on February 11, 2021. Created with OpenGov

PERFORMANCE / WORKLOAD INDICATORS	ACTUAL FY2019	ESTIMATE FY2020	ACTUAL FY2020	ESTIMATE FY2021	ESTIMATE FY2022
Community Engagement					
Total Participants Per Year By Facility:					
Soule Childcare	70	75	70	43	72
Kirrane Aquatics Center	29,637	30,000	19,758	7,937	30,800
Ice Rink (open skate - user days; 1 person *2 visits = 2 user days)	10,602	10,700	10,667	11,000	11,100
Days of Year BREC Offers Programming:	364	364	284	363	363
Total Programs:	N/A	560	435	310	580
Social Platforms					
Facebook Likes	2,095	2,200	2,259	2,300	2,323
Twitter Followers	1,968	2,050	2,137	2,150	2,175
Instagram Followers	701	800	916	950	975
Diversity and Inclusion					
Free Programs Attendance:					
Free Brookline Day Event Est. Attendance	4,000	4,250	N/A	N/A	4,450
Free Summer Concerts Est. Attendance	600	600	N/A	N/A	600
Monster Bash - Free Halloween Event	N/A	336	N/A	N/A	400
Aquatics Center - Open Swim	589	621	392	294	673
Aquatics Center - Open House	150	400	150	150	425
Sustainability					
Volunteers at Rec Programs (includes Rec Therapy)					
# of Volunteers	929	1,045	435	323	717
# of Hrs Total	19,030	19,700	9,969	8,959	20,121
\$ Equivalent (living wage estimate)	\$271,368	\$286,438	\$144,949	\$133,668	\$300,205
# of Recreation Therapy Volunteer (user days)	185	200	55	24	215

Town of Brookline FY22 Program Budget

Leisure Services | Recreation Revolving Fund



Program Description

The Recreation Revolving Fund supports the activities that take place at Brookline's indoor and outdoor facilities including Soule Center, Soule Gym, Kirrane Skating Rink, Environmental Education Center, Kirrane Aquatic Center, Eliot Center, Tappan Facility, and the many outdoor facilities and leagues. Activities are offered to community members of all age groups and include both passive and active opportunities instruction, leagues, lessons and enrichment programs. Fees and charges that support these activities are determined according to the Cost Recovery Model. Provisions for financial assistance, as required are addressed on case-by-case basis with through Brookline Recreation's Scholarship Program.

Under Chapter 44, Section 53E ½ of the Massachusetts General Laws, the Town is authorized to establish revolving funds. This specific revolving fund enables the Recreation Department to operate numerous programs on a self-supporting basis. All revenue derived from revolving fund programs is used to offset all expenses, including salaries and benefits of employees for these same programs.

FY22 Objectives

1. Continue effort to focus on quality of core programs (camp, athletics, and vacation programs).
2. Expand the variety of our programs.
3. Increase participation.
4. Develop more robust relationship with Brookline High School Athletics.

FY21 Accomplishments

1. Successfully closed FY21 in budget, even during a global pandemic
2. Developed and managed COVID protocols to successfully launch one of the few Summer Camp Program that ran in summer 2020.
3. Developed protocols for each of our programs for continuance of operations, as Governor's guidelines allowed.

FY22 Budget Line Item Report

Collapse All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ SALARIES	\$ 1,880,202	\$ 1,692,922	\$ 2,354,111	661,189	28.09%
(510101) PERMANENT FULL TIME	842,984	817,169	1,045,106	227,937	21.81%
(510102) PERMANENT PART TIME	43,362	70,649	70,649	0	0.00%
(510140) SHIFT DIFFERENTIAL	0	2,550	2,550	0	0.00%
(510143) WORKING OUT OF CLASS	0	0	3,304	3,304	100.00%
(510300) OVERTIME PAY	27,303	34,839	36,712	1,873	5.10%
(510901) PART TIME TEMPORARY SAL	949,683	685,601	1,113,678	428,077	38.44%
(513044) LONGEVITY PAY	750	750	750	0	0.00%
(514510) SICK PAY BUYOUT	3,625	0	0	0	0.00%
(514540) COMP TIME TAKEN	0	5,500	5,500	0	0.00%
(515058) VACATION BUYOUT	5,258	7,000	7,000	0	0.00%
(515059) A DAY BUYOUT	2,837	4,200	4,200	0	0.00%
(515501) CLOTHING-UNIFORM ALLOWANCE	4,400	4,550	4,550	0	0.00%
(CB) COLLECTIVE BARGAINING	0	60,114	60,112	-2	-0.00%
▼ SERVICES	243,749	325,984	512,494	186,510	36.39%
(522070) MOTOR VEHICLE/EQUIP R & M	26	0	0	0	0.00%
(522400) BUILDING MAINTENANCE	20,067	24,710	24,710	0	0.00%
(5224LH) R & M LARZ PAVILION/RINK	12,831	0	20,000	20,000	100.00%
(523011) COPY EQUIP RENTAL/LEASES	7,453	6,500	6,500	0	0.00%
(523013) COMPUTER HARDWARE RENTAL	690	0	675	675	100.00%
(523016) SOFTWARE SERVICE CONTRACT	6,968	53,100	58,600	5,500	9.39%
(523020) SOFTWARE LICENSES	1,099	0	0	0	0.00%
(523041) PUBLIC BLDG RENTALS/LEASE	4,739	0	0	0	0.00%
(523070) MOTOR VEHICLE/EQUIP RNTL	19,877	10,000	59,150	49,150	83.09%
(523090) OTHER RENTALS/LEASES	9,304	7,945	14,720	6,775	46.03%
(523590) BUILDING CLEANING SERVICE	4,034	29,000	1,000	-28,000	-2,800.00%
(524008) GENERAL CONSULT SERVICES	4,675	6,500	6,500	0	0.00%
(524010) PROFESSIONAL/TECH SERVICE	-13,081	10,250	16,250	6,000	36.92%
(524031) INTERNET RELATED SERVICES	350	800	800	0	0.00%
(524633) FIELD TRIPS	48,893	27,413	71,913	44,500	61.88%
(525002) WIRELESS COMMUNICATIONS	2,715	1,800	1,800	0	0.00%
(525030) PRINTING SERVICES	16,155	5,000	61,500	56,500	91.87%
(525040) MAILING SERVICES	15	0	0	0	0.00%
(525060) ADVERTISING SERVICES	0	100	100	0	0.00%
(525200) RECREATION SERVICES	20,081	37,277	39,937	2,660	6.66%
(525220) ATHLETIC EVENT OFFICAL FE	11,275	20,740	23,740	3,000	12.64%
(525250) ENTERTAINERS-LECTURERS	15,963	16,400	26,400	10,000	37.88%
(528005) CREDIT CARD SERVICE CHARGES	16,593	22,167	26,667	4,500	16.87%
(528010) BANKING SERVICES	27,848	39,732	44,732	5,000	11.18%
(528020) LICENSES	5,181	4,550	4,550	0	0.00%
(528030) LAUNDRY SERVICES	0	0	250	250	100.00%
(528080) SUBSCRIPTIONS	0	2,000	2,000	0	0.00%
▼ SUPPLIES	148,465	198,109	242,038	43,929	18.15%
(531012) OFFICE SUPPLIES	1,313	1,150	1,150	0	0.00%
(531018) DATA PROCESSING SOFTWARE	0	3,000	3,000	0	0.00%
(532015) EQUIPMENT MAINT SUPPLIES	0	4,000	7,700	3,700	48.05%
(533111) SPECIAL PROGRAM SUPPLIES	5,054	23,950	28,950	5,000	17.27%
(533115) GRANT GIFT CERTIFICATES	45	0	0	0	0.00%
(533210) MEALS & RECEPTIONS	25,051	29,935	30,935	1,000	3.23%
(533220) FOOD SERVICE SUPPLIES	13,784	300	21,800	21,500	98.62%
(534120) CONSTRUCTION SUPPLIES	1,092	0	0	0	0.00%
(535010) MEDICAL SUPPLIES	2,544	10,600	10,600	0	0.00%
(539020) RECREATION SUPPLIES	99,582	125,174	137,903	12,729	9.23%
▼ OTHER	68,999	68,325	98,075	29,750	30.33%
(551099) EDUCATION/TRAINING/CONFERENCES	49,844	33,600	59,550	25,950	43.58%
(552010) AIRFARE	1,423	250	250	0	0.00%
(552020) HOTEL	733	250	250	0	0.00%
(553010) PROFESSIONAL DUES/MEMBERS	16,999	34,225	38,025	3,800	9.99%
(558001) CASH OVER-SHORT	0	0	0	0	0.00%
▼ UTILITIES	96,325	105,974	116,745	10,771	9.23%
(561010) ELECTRICITY	76,877	78,167	87,895	9,728	11.07%
(561011) NATURAL GAS	13,895	17,157	19,585	2,428	12.40%
(561014) PROPANE	387	3,300	2,450	-850	-34.69%
(561030) WATER	5,166	7,350	6,815	-535	-7.85%
▼ BUDGETED CAPITAL	47,560	5,480	10,680	5,200	48.69%
(5A0001) AUTOMOBILES	26,875	0	0	0	0.00%
(5A0013) FURNITURE, FIXTURES, EQUIPMENT	18,399	2,000	4,000	2,000	50.00%
(5A0017) LEASED COMPUTER EQUIPMENT	2,287	3,480	6,680	3,200	47.90%
▼ INTERFUND TRANSFERS OUT	521,028	545,788	545,788	0	0.00%
(597100) TRANSFERS TO GENERAL FUND	471,028	545,788	545,788	0	0.00%
(597500) TRANSFER TO K CAPITAL FUNDS	50,000	0	0	0	0.00%
Total	\$ 3,006,328	\$ 2,942,582	\$ 3,879,931	937,349	24.16%

Data filtered by EXPENSES, ENTERPRISE/REVOLVING, RECREATION and exported on February 11, 2021. Created with OpenGov

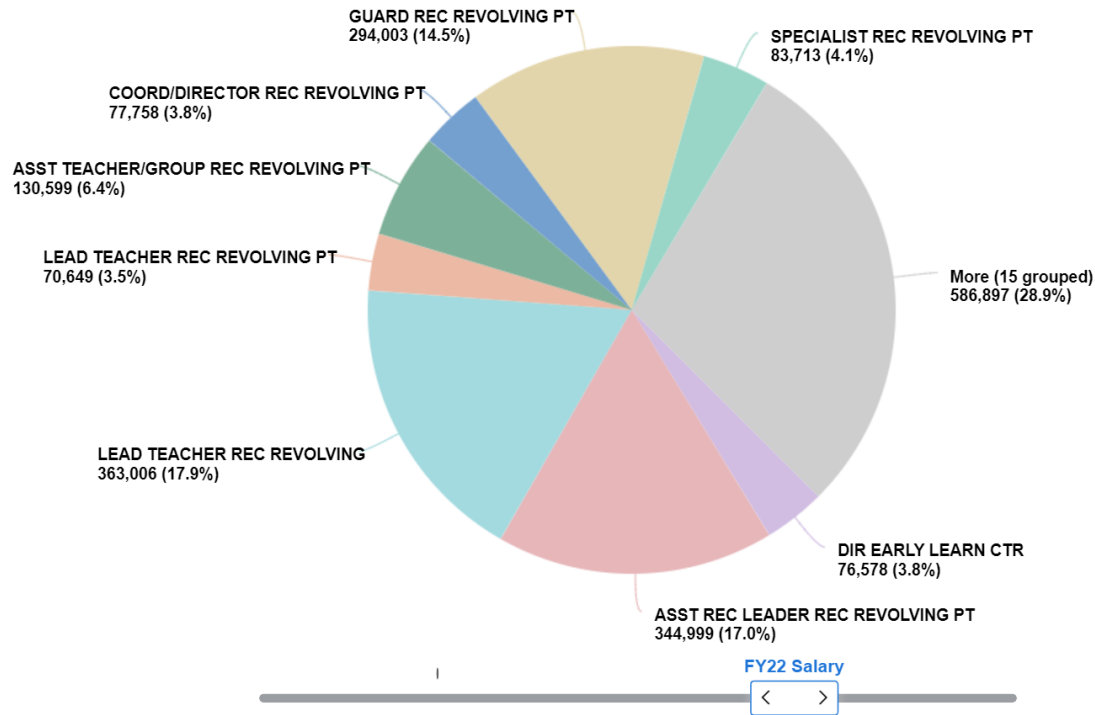
Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
► REVENUES	\$ 2,130,622	\$ 2,942,582	\$ 3,879,931	937,349	24.16%
Revenues Less Expenses	\$ 2,130,622	\$ 2,942,582	\$ 3,879,931	937,349	24.16%

Data filtered by Types, ENTERPRISE/REVOLVING, RECREATION and exported on February 11, 2021. Created with OpenGov

FY22 FTE Salary

Used for Sect. IV Departmental budgets IBB

Visualization



Sort By Chart of Accounts

DIR EARLY LEARN CTR

ASST REC LEADER REC REVOLVING PT

LEAD TEACHER REC REVOLVING PT

LEAD TEACHER REC REVOLVING PT

ASST TEACHER/GROUP REC REVOLVING PT

COORD/DIRECTOR REC REVOLVING PT

GUARD REC REVOLVING PT

SPECIALIST REC REVOLVING PT

More (15 grouped)

Show More

	FY22 FTE	FY22 Salary
DIR EARLY LEARN CTR	1	76,578
AD LEAD TEACH/COOR	1	60,790
REC LEADER II	1	63,545
REC LEADER	1	58,458
ADMIN LEAD TEACHER REC REVOLVING	1	59,423
ENVIRO ED OUTR COORD	1	59,504
ASST REC LEADER REC REVOLVING PT	0	344,999
CURR COORD/LEAD TEACH	1	50,825
LEAD TEACHER REC REVOLVING	8	363,006
BUILDING CUSTODIAN REC REVOLVING	1	51,746
LEAD TEACHER REC REVOLVING PT	1.500	70,649
ASST TEACHER/GROUP REC REVOLVING PT	0	130,599
BUS DRIVER REC REVOLVING PT	0	1,413
COACH REC REVOLVING	0	34,272
CONCESSIONS/PRO SHOP REC REVOLV PT	0	16,105
COORD/DIRECTOR REC REVOLVING PT	0	77,758
COUNSELOR REC REVOLVING PT	0	9,114
CUSTODIAN REC REVOLVING PT	0	27,908
GUARD REC REVOLVING PT	0	294,003
INSTRUCTOR REC REVOLVING PT	0	67,740
MANAGER REC REVOLVING PT	0	10,804
REFEREE REC REVOLVING PT	0	15,250
SPECIALIST REC REVOLVING PT	0	83,713
Total	17.500	2,028,202

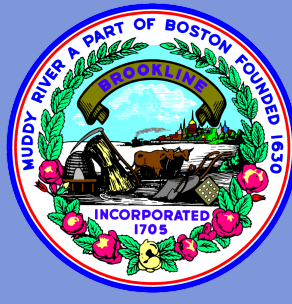
Data filtered by RECREATION REVOLVING, ENTERPRISE/REVOLVING, RECREATION and exported on February 11, 2021. Created with OpenGov

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2019	ESTIMATE FY2020	ACTUAL FY2020	ESTIMATE FY2021	ESTIMATE FY2022
Community Engagement					
Total Participants Per Year By Facility:					
Soule Childcare	70	75	70	43	72
Kirrane Aquatics Center	29,637	30,000	19,758	7,937	30,800
Ice Rink (open skate - user days; 1 person *2 visits = 2 user days)	10,602	10,700	10,667	11,000	11,100
Days of Year We Offer "OST" Programming:					
After School (all school year & additional)	364	364	363	363	363
Vacation Week (total#)	38	40	40	16	40
	47	50	36	60	60
Diversity and Inclusion					
Total # of Participants by income:					
Total # of state vouchers	12	10	3	0	0
Total # of BREC scholarships	193	223	172	90	248
Total amount awarded	\$98,373.00	\$98,000.00	\$61,039.00	\$36,000.00	\$110,000.00
# of Participants by Age (User Days):					
# of senior participants aged 65+	N/A	748	496	140	993
# of participants aged 55 - 65	N/A	1047	696	609	1198
# of young adult participants	N/A	3383	2248	1405	3820
# of children participants	N/A	10,034	6688	5,862	10,400
Total # of Participants by zipcode:					
	TBD	TBD	TBD	TBD	TBD
Sustainability and Nature					
Total # of Est. Participants:					
Kindergarten: Fall Bulb Planting (w/BPS & Parks and Open Space Division)	600	600	600	N/A	600
First Grade: Spring Insect Field Trips (w/BPS)	540	600	N/A	N/A	600
4th Grade: Winter Stream Table Experiments (w/BPS)	N/A	220	220	N/A	280
BEEP and BREC: Nature Exploration (w/BPS)	120	120	60	N/A	120

Town of Brookline FY22 Program Budget

Leisure Services | Golf Enterprise Fund



Program Description

The Robert T. Lynch Municipal Golf Course at Putterham Meadows is an 18-hole public course designed and built by Stiles and Van Kleeck in 1931. The course includes a practice putting green, practice chipping green, and driving range. The clubhouse adjacent to the course houses an administrative office, a large foyer with sitting areas and a full-service restaurant with both indoor and outdoor dining available. A fully equipped Golf Pro Shop is located downstairs in the Clubhouse.

More than 3 million dollars in capital improvements have been implemented since 2003, including renovation of the tee complexes, sand bunkers, and greens throughout the course; installation of paved cart paths; drainage improvements; renovation of the irrigation and remote control systems; and improvements to the interior of the clubhouse. The Robert T. Lynch Municipal Golf Course will continue to see growth in rounds of golf played due to the addition of the driving range in 2016 that will continue to have positive impact on all golf revenues.

The finances of the Golf Course are accounted for in an Enterprise Fund, as allowed under M.G.L Ch.44, section 53F ½. The Enterprise Fund fully reimburses the General Fund for the expenses incurred on behalf of The Course operations budget, including fringe benefits.

FY22 Objectives

1. Increase resources to improve the golf course aesthetics and functionality.
2. Create a Master Plan for the Clubhouse with community engagement on scope of plans.
3. Showcase the golf course and hospitality to fully support the 2022 US Open.
4. Introduce Nordic winter activities and special events at the golf course.
5. Implement a comprehensive marketing and social media plan.

FY21 Accomplishments

1. Created a safe place for residents to play golf during Covid.
2. Implemented a fully remote payment system to improve safety for golfers and better customer service experience at check in.
3. Added two full time staff members to the operation, Assistant Golf Professional and Equipment Maintenance Technician.

9.A.

4. Improved pace of play through passive and active means.
5. Started a selective tree removal program focused on trees that are past prime and in danger of failing.

FY22 Budget Line Item Report

Collapse All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ SALARIES	\$ 514,754	\$ 669,557	\$ 732,303	62,746	8.57%
(510101) PERMANENT FULL TIME	237,913	338,392	369,143	30,751	8.33%
(510300) OVERTIME PAY	8,528	0	0	0	0.00%
(510901) PART TIME TEMPORARY SAL	244,926	308,005	340,000	31,995	9.41%
(513044) LONGEVITY PAY	900	750	750	0	0.00%
(514510) SICK PAY BUYOUT	5,000	0	0	0	0.00%
(515058) VACATION BUYOUT	10,621	0	0	0	0.00%
(515059) A DAY BUYOUT	6,316	4,300	4,300	0	0.00%
(515501) CLOTHING-UNIFORM ALLOWANCE	550	700	700	0	0.00%
(CB) COLLECTIVE BARGAINING	0	17,410	17,410	0	0.00%
▼ SERVICES	203,570	309,901	291,560	-18,341	-6.29%
(521610) CABLE TV	546	510	510	0	0.00%
(522010) OFFICE EQUIP R & M	78	0	0	0	0.00%
(522015) D P EQUIP R & M	2,422	1,900	2,500	600	24.00%
(522400) BUILDING MAINTENANCE	45,966	16,027	17,000	973	5.72%
(523011) COPY EQUIP RENTAL/LEASES	630	660	0	-660	--
(523013) COMPUTER HARDWARE RENTAL	1,681	1,650	2,400	750	31.25%
(523016) SOFTWARE SERVICE CONTRACT	4,774	3,550	0	-3,550	--
(523020) SOFTWARE LICENSES	4,918	7,255	15,900	8,645	54.37%
(523071) OTHER EQUIPMENT RENTAL/LEASE	48,843	51,093	50,500	-593	-1.17%
(523090) OTHER RENTALS/LEASES	10,894	6,706	15,500	8,794	56.74%
(523595) EQUIP CLEANING/REPAIR/MAINT	16,800	22,000	12,000	-10,000	-83.33%
(523599) LANDSCAPING SERVICES	21,210	65,000	35,000	-30,000	-85.71%
(524008) GENERAL CONSULT SERVICES	0	85,000	55,000	-30,000	-54.55%
(524010) PROFESSIONAL/TECH SERVICE	3,940	12,000	25,000	13,000	52.00%
(525030) PRINTING SERVICES	4,614	2,000	0	-2,000	--
(525060) ADVERTISING SERVICES	756	2,000	0	-2,000	--
(528010) BANKING SERVICES	35,242	32,300	60,000	27,700	46.17%
(528020) LICENSES	256	250	250	0	0.00%
▼ SUPPLIES	240,916	340,485	394,500	54,015	13.69%
(531012) OFFICE SUPPLIES	669	500	500	0	0.00%
(531040) PROSHOP SUPPLIES	48,637	82,000	120,000	38,000	31.67%
(532015) EQUIPMENT MAINT SUPPLIES	54,140	59,000	40,000	-19,000	-47.50%
(532030) MAINTENANCE SUPPLIES	0	3,000	2,000	-1,000	-50.00%
(532415) AGRICULTURAL SUPPLIES	87,936	100,000	150,000	50,000	33.33%
(533210) MEALS & RECEPTIONS	4,610	15,167	7,000	-8,167	-116.67%
(539020) RECREATION SUPPLIES	44,924	80,818	75,000	-5,818	-7.76%
▼ OTHER	2,987	36,500	34,600	-1,900	-5.49%
(551099) EDUCATION/TRAINING/CONFERENCES	1,235	4,000	4,000	0	0.00%
(552020) HOTEL	0	2,000	2,000	0	0.00%
(552090) OTHER TRAVEL	0	1,500	1,500	0	0.00%
(553010) PROFESSIONAL DUES/MEMBERS	1,747	4,000	2,100	-1,900	-90.48%
(558001) CASH OVER-SHORT	5	0	0	0	0.00%
(558092) GOLF ENTERPRISE RESERVE	0	25,000	25,000	0	0.00%
▼ UTILITIES	82,573	103,414	107,040	3,626	3.39%
(561010) ELECTRICITY	14,653	19,897	19,450	-447	-2.30%
(561011) NATURAL GAS	12,386	18,131	17,435	-696	-3.99%
(561012) HEATING OIL	0	500	250	-250	-100.00%
(561014) PROPANE	4,542	8,250	7,500	-750	-10.00%
(561021) GASOLINE	6,100	10,459	11,750	1,291	10.99%
(561022) DIESEL	6,784	9,677	10,655	978	9.18%
(561030) WATER	38,108	36,500	40,000	3,500	8.75%
▼ BUDGETED CAPITAL	72,837	95,800	100,300	4,500	4.49%
(5A0017) LEASED COMPUTER EQUIPMENT	2,988	3,800	3,800	0	0.00%
(5A0018) LEASED ROLLING STOCK	69,849	92,000	96,500	4,500	4.66%
▼ DEBT SERVICE	151,873	137,038	138,088	1,050	0.76%
(580208) PRINCIPAL-MAT DEBT	106,490	95,000	100,000	5,000	5.00%
(582086) INTEREST-LONG TERM DEBT	45,383	42,038	38,088	-3,950	-10.37%
▼ INTERFUND TRANSFERS OUT	299,683	213,997	211,102	-2,895	-1.37%
(597100) TRANSFERS TO GENERAL FUND	299,683	213,997	211,102	-2,895	-1.37%
Total	\$ 1,569,194	\$ 1,906,691	\$ 2,009,493	102,802	5.12%

Data filtered by EXPENSES, ENTERPRISE/REVOLVING, RECREATION and exported on February 13, 2021. Created with OpenGov

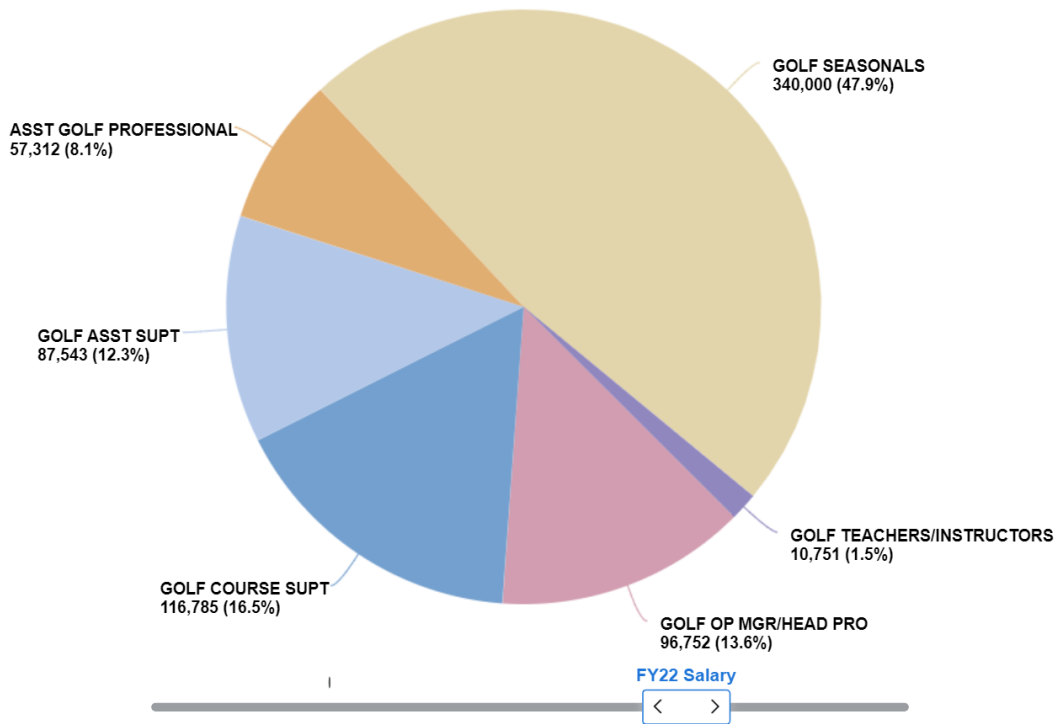
Expand All	FY20 Actual	FY21 Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ REVENUES	\$ 1,456,234	\$ 1,906,691	\$ 2,009,493	102,802	5.12%
▶ LOCAL RECEIPTS	21,849	0	0	0	0.00%
▶ ENTERPRISE FUND REVENUE	1,434,385	1,906,691	2,009,493	102,802	5.12%
Revenues Less Expenses	\$ 1,456,234	\$ 1,906,691	\$ 2,009,493	102,802	5.12%

Data filtered by Types, GOLF FUND, PUTTERHAM GOLF and exported on February 13, 2021. Created with OpenGov

FY22 FTE Salary

Used for Sect. IV Departmental budgets IBB

Visualization



Sort By Chart of Accounts

GOLF OP MGR/HEAD PRO

GOLF COURSE SUPT

GOLF ASST SUPT

ASST GOLF PROFESSIONAL

GOLF SEASONALS

GOLF TEACHERS/INSTRUCTORS

	FY22 FTE	FY22 Salary
GOLF OP MGR/HEAD PRO	1	96,752
GOLF COURSE SUPT	2	116,785
GOLF ASST SUPT	1	87,543
ASST GOLF PROFESSIONAL	1	57,312
GOLF SEASONALS	0	340,000
GOLF TEACHERS/INSTRUCTORS	0	10,751
Total	5	709,143

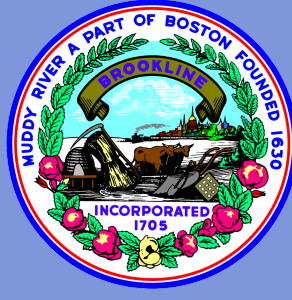
Data filtered by RECREATION GOLF, ENTERPRISE/REVOLVING, RECREATION and exported on February 11, 2021. Created with OpenGov

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2019	ESTIMATE FY2020	ACTUAL FY2020	ESTIMATE FY2021	ESTIMATE FY2022
Golf Course					
Total Rounds of Golf					
18 hole Rounds of Golf	N/A	19,647	18,436	23,000	20,000
9 hole Rounds of Golf	N/A	10,353	8,796	10,000	10,000
Total =		30,000	27,232	33,000	32,000
Revenue per Round of Golf	\$53.09	\$53.90	\$43.05	\$54.71	\$59.73
Cost per Round of Golf	N/A	\$51.59	N/A	\$39.72	\$57.76
Driving Range					
Total Bucket Sold	N/A	17,866	N/A	47,000	42,000
Total Bucket Sales	N/A	\$176,895.00	\$212,075.00	\$414,762.00	\$399,767.00
Other Community Event Participants	50	200	50	500	1500

Town of Brookline FY22 Program Budget

Administration and Finance I Advisory Committee



Program Description

The Advisory Committee is appointed by the Town Moderator in accordance with Sections 2.2.1 and 2.2.2 of the Town's By-Laws, which read as follows:

"Section 2.2.1: The Moderator shall, in June of each year, appoint citizens to serve on the Advisory Committee (herein the "Committee") established under G.L.C. 39, Section 16, and this By-Law. Members of the Committee shall serve without compensation. The Committee shall consist of not fewer than twenty nor more than thirty registered voters of the Town. At least one elected Town Meeting Member shall be appointed from each precinct. No more than six members shall be appointed who are not elected Town Meeting Members at the time of their appointment. No more than four members of the Committee shall reside in the same precinct. No member of the Committee shall be an employee of the Town or a member of any standing board or Committee having charge of the expenditure money; but, this restriction shall not disqualify from appointment to the Committee, members of special committees which may be created from time to time by Town Meeting, the Moderator, or the Select Board to report on specific matters.

Section 2.2.2: members shall hold office from July 1st, in the year of their appointment, for three year staggered terms and until their successors are appointed. All vacancies shall be filled by the Moderator for the unexpired term of the appointee's predecessor."

FY22 Objectives

1. In accordance with Section 2.2.5 of Article 2.2: "The Committee shall consider any and all municipal questions, including appropriation requests and proposed action under all articles in the Warrant for a Town Meeting, for the purpose of making reports and recommendations to the Town. The Committee shall submit a budget at the Annual Town Meeting. It may examine the books and records of any board, committee, or officer of the Town as far as permitted by law.

FY21 Accomplishments

The Advisory Committee operated effectively despite the COVID-19 pandemic. It was the first Town body to move to online meetings and public hearings using the

Zoom platform.

The FY21 Financial Plan was delivered by the Town Administrator on February 15, 2020 in accordance with normal practice. Subcommittees held hearings on the various departmental budgets and had largely concluded those hearings when economic and social activity was interrupted by the spread of COVID-19.

As the impact from the pandemic on the Town's revenue became apparent in April 2020, members of the Advisory Committee developed a model of the Town's revenue and expenses to include a likely drop in revenue derived from meals taxes and similar local option sources of funds. We used the model as a starting point for working with the Town Administrator and the Town School Partnership Committee to support the development of a revised FY21 budget that was presented to Town Meeting in our virtual Annual Town Meeting in June.

During the re-budgeting process, in addition to balancing the need to provide for adequate operating funds and still hold adequate short-term reserves for what was clearly going to be a financially challenging fiscal year, it was important to balance the need for operating funds with the need to follow practices that help Brookline maintain its AAA bond rating. The Advisory Committee successfully advocated for substantially increasing the amount of money set aside for the annual Reserve Fund by \$1.9 million. The subsequent need for that increased level of annual reserves was demonstrated as FY21 progressed.

Similarly, as November's Special Town Meeting approached, the Committee worked with staff and members of the public to identify \$300,000 in funding for food aid related to the increased demand driven by the pandemic.

Beyond those extraordinary activities related to the COVID-19 pandemic, the Advisory Committee provided recommendations to Town Meeting on more than 40 warrant articles submitted to the Annual Town Meeting and the November Special Town Meetings. Articles were reviewed at online public hearings either by a subcommittee or by the Advisory Committee acting as a committee of the whole. The public was invited to comment at the hearings, all of which were conducted over the Zoom meeting platform, which provided an opportunity for all participants to speak.

The Committee provided Town meeting members and the public with recommendations on all of articles on which it voted, recommendations that were published in the Combined Reports and supplements. The voluminous November 2020 Combined Reports included virtually all of the 40-plus recommendations, an improvement vs. November 2019, when many of the recommendations had to be included in supplemental mailings.

Throughout this process, Advisory Committee subcommittees met with warrant article petitioners and proponents to help their articles. This was particularly significant in the case of resolutions advocating action of social issues. During the weeks when the June and November virtual Town Meetings convened, the Advisory Committee continued to hold online meetings to review numerous amendments from warrant article petitioners and from the Select Board.

One of the broad trends that was clear to the Advisory Committee and other government bodies during 2020 was the public's increased desire for more transparency. The Advisory Committee responded by:

- Posting a regularly updated summary on docs.google.com of all warrant articles, the public hearing dates for each article, the Advisory Committee meetings dates at which the articles would be reviewed and voted on, and the results of those votes
- Taking roll call votes and posting the complete results along with our minutes
- Taking video recordings of our meetings, including automated transcripts, and including them in the public record and posting links along with the minutes
- Including a 15-minute public comment period at the start of each meeting of the full Advisory Committee
- Sending email announcements of meetings to all Town Meeting members who have email addresses rather than just posting them to the TMMA listserv
- Holding educational meetings for Committee members and for the public on key topics, including three meeting at the end of 2020 and the beginning of 2021 on the linked issues of housing, commercial development and zoning
- Supported changes in the bylaw that governs the Advisory Committee that will broaden the pool of residents who can be appointed to the Committee

Moving to online meetings further aided transparency by increasing attendance by members of the public during 2020, a welcome side effect from a most unwelcome situation. Once the pandemic is over, we anticipate moving to hybrid meetings with both in-person and online video participation to allow the broadest possible access to our meetings.

FY22 Budget Line Item Report

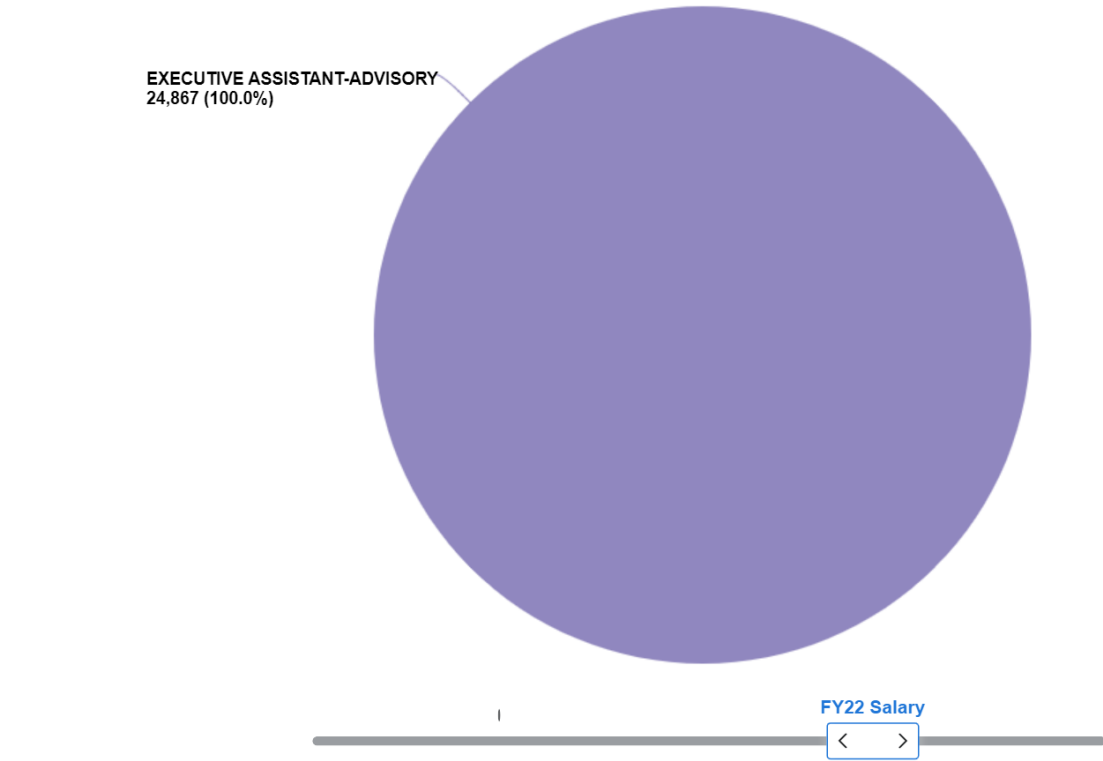
Collapse All	FY20 Actual	FY21 Approved Budget	FY22 Budget	2021-22 Variance	2021-22 Variance
▼ SALARIES	\$ 17,452	\$ 24,867	\$ 24,867	0	0.00%
(510102) PERMANENT PART TIME	17,452	24,867	24,867	0	0.00%
▼ SUPPLIES	1,667	3,275	3,275	0	0.00%
(531012) OFFICE SUPPLIES	140	250	250	0	0.00%
(533210) MEALS & RECEPTIONS	1,527	3,025	3,025	0	0.00%
▼ OTHER	345	570	570	0	0.00%
(551099) EDUCATION/TRAINING/CONFERENCES	0	230	230	0	0.00%
(553010) PROFESSIONAL DUES/MEMBERS	345	340	340	0	0.00%
▼ BUDGETED CAPITAL	229	295	295	0	0.00%
(5A0017) LEASED COMPUTER EQUIPMENT	229	295	295	0	0.00%
Total	\$ 19,693	\$ 29,007	\$ 29,007	0	0.00%

Data filtered by EXPENSES, ADVISORY COMMITTEE and exported on February 10, 2021. Created with OpenGov

FY22 FTE Salary

Used for Sect. IV Departmental budgets IBB

Visualization



Sort By Chart of Accounts

EXECUTIVE ASSISTANT-ADVISORY

	FY22 FTE	FY22 Salary	
EXECUTIVE ASSISTANT-ADVISORY		0.400	24,867
Total		0.400	24,867

Data filtered by EXECUTIVE ASSISTANT-ADVISORY, GENERAL FUND, ADVISORY COMMITTEE and exported on February 11, 2021. Created with OpenGov



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
 Commissioner

Memorandum

To: Mel Kleckner
 From: Erin Chute Gallentine - Commissioner of Public Works
 Date: March 22, 2021
 Re: DPW Costs Associated with Outdoor Dining in the Public Right-of-Way
 Cc: Todd Kirrane, Kara Brewton, Meredith Mooney

Overview:

On March 16, the Select Board adopted updated outdoor dining regulations and guidelines, which will take effect on April 1, 2021. The Select Board requested additional information and time to discuss a fee structure for that program. Related outdoor dining program expenses, potential revenue, as well as key considerations for contemplating a potential fee structure are outlined below. Any fees for this program would be applicable through December 31, 2021, when the temporary outdoor dining regulations (approved on March 16, 2021) are set to expire. Also included for reference are estimated annual expenses should Town Meeting and the Select Board express interest in continuing this temporary expanded outdoor dining program in 2022.

Expanded Outdoor Dining Program Expenses:

\$ 5,040/\$8,640	7 month/12 month Est. parking revenue loss per outdoor seating parking space parklet*
\$ 4,400	Value of 4 concrete jersey barriers (\$1,100.00 each) (applicable only to restaurants with outdoor seating parking space parklets)
\$ 350	Installation and removal of protective concrete jersey barriers (applicable only to restaurants with outdoor seating parking space parklets)
\$ 150	DPW Permit Review, Coordination, Administration, Site visit
\$ 75	Site inspection, ADA Compliance, Safety Inspection
\$ 25	Town Administrator's Office Licensing Administrative Fee
\$10,040-\$13,640	TOTAL ESTIMATED VALUE

*Parking revenue loss estimate assumes that meters in 3 parking spots were fully paid for eight (8) out of twelve (12) hours a day.

Expanded Outdoor Dining Program Potential Revenue:

Per the Economic Development Division the combined additional meals tax revenue estimated for the remainder of the 2021 outdoor dining season is estimated at approximately \$13,000.00.

10.A.

Consideration and Recommendation of Fee:

I have reviewed the issues associated with establishing a fee structure with the Town Administrator. The following represents our joint consideration and recommendation.

As noted above, there are costs and lost parking revenue associated with this program, as well as some additional meals tax revenue. We believe the temporary and trial nature of this program should be encouraged. We are sympathetic with the losses our restaurants have suffered during the pandemic. On the other hand, there is value of using public land for private, commercial purposes. We are recommending that the loss of parking revenue be absorbed by the Town as a cost to evaluate use of the public way for expanded dining during this trial period. The Town has been fortunate to secure concrete jersey barriers from the state at minimal cost for delivery only. We recommend that the Town assess a one-time fee of \$600 that covers the additional administrative and licensing costs during this temporary period. If the Board concurs, we propose the following vote;

MOVED: To assess a separate one-time licensing fee of \$600 to restaurants who occupy a portion of the public way for expanded, outdoor dining in accordance with the Expanded Outdoor Dining program commencing on April 1, 2021 and concluding on December 31, 2021.

petitioner: CDICR (Point of contact: Mariah Nobrega, 6179354985,
mariah.nobrega@gmail.com)

WARRANT ARTICLE XX

Language amended is in **bold**; deletions are in ~~strikeout~~;))

21 MAR 1 PM 12:59

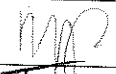
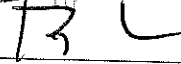
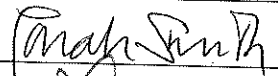

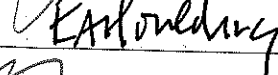
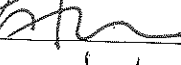
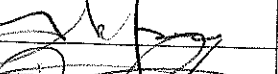
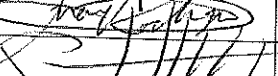
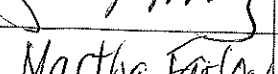
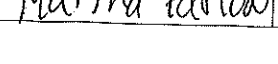
VOTED: To amend Bylaw 3.14 as follows:

SECTION 3.14.8 EFFECTIVE DATE OF DECEMBER 12, 2019 AMENDMENTS

"The amendments, as indicated in strikethrough, bold and underlined, adopted on December 12, 2019, become effective July 1, 2021~~2022~~."

EXPLANATION

The CDICR requests additional time to complete the revision of the bylaw as contemplated by Town Meeting in its approval of Warrant Article 24 from the Fall 2019 Special Town Meeting, due to the COVID-19 pandemic. The request is made to extend the deadline by one full year, though less time will hopefully be needed. The only change that has been made to this Warrant Article from the one approved by Town Meeting in Fall 2019 is the modification of the applicable date, from July 1, 2021 to July 1, 2022. Section 3.14.8 was not in the language presented at Town Meeting but was in the official form of the petition submitted for approval to the Attorney General by the Town Clerk.

Name (Print)	Signature	Address	Precinct
Marian Nobrega		33 Bowker St	4
Frederick S Perry		32 Bowker St	4
Jarah Smith		32 Bowker St	4
Joseph Finkhouse		31 Bowker St	4
Elizabeth Houlding		31 Bowker St.	4
Nina Finamore		31 Bowker St	4
Alisa Nagano		30 Bowker St.	4
Joan Rodriguez		" 30 Bowker	4
Pat Murray		30 Bowker	4
Martha Farlow		8 Bowker	4

Fwd: WA32 - CPC Committee - HAB recommended amendment

Melissa Goff <mgoff@brooklinema.gov>

Fri 3/19/2021 3:17 PM

To: Devon Fields <dfields@brooklinema.gov>

For the Board packet.

Begin forwarded message:

From: Carla Benka <rcvben@earthlink.net>

Date: March 18, 2021 at 12:46:12 PM EDT

To: Roger Blood <bloods@rcn.com>

Cc: Carla Benka <rcvben@earthlink.net>, Lisa Portscher <lportscher@brooklinema.gov>, Mike Sandman <msandman@brooklinema.gov>, Justin Casanova-Davis <jcasanovadavis@brooklinema.gov>, Melissa Goff <mgoff@brooklinema.gov>, Polly Selkoe <pselkoe@brooklinema.gov>, steveheikin@gmail.com, "Heather A. Hamilton" <hhamilton@brooklinema.gov>

Subject: Re: WA32 - CPC Committee - HAB recommended amendment

Thanks, Roger. I'll forward the proposed amendment to the Capital Subcommittee.

Will you or another HAB member be attending the Capital Subcommittee's public hearing on this article next Monday? If not, could you send me an email with a brief explanation of the HAB's proposed amendment and the thinking behind it?

Thanks very much,
Carla

On Mar 18, 2021, at 12:34 PM, Roger Blood <bloods@rcn.com> wrote:

Hello Lisa, Carla, Mike, Justin, Melissa,

At its meeting last evening the HAB reviewed Article 32 which defines a new Community Preservation Committee (CPC), at which time HAB members voted unanimously to recommend amended language that would add a HAB member to the five designated seats that are drawn from the state CPA statute. The addition of this sixth designated seat would have the effect of reducing from four to three the number of discretionary SB-appointed seats from four to three on a nine-member committee.

I have attached the HAB's recommended language change for consideration by your respective boards/committees.

ATTACHMENT
<210317 WA32 CPC Amended HAB.pdf>

**Proposed amendment to Warrant Article 32
Community Preservation Committee)**

Section 1. Establishment and Membership

a. There is hereby established a Community Preservation Committee consisting of nine (9) members. The membership shall be composed of one member of the Conservation Commission as designated by such Commission, one member of the Preservation Commission as designated by such Commission, one member of the Planning Board as designated by such Board, one member of the Park and Recreation Commission as designated by such Commission, one member of the Brookline Housing Authority as designated by such authority, one member of the Housing Advisory Board and ~~three~~^{four} (34) at-large members appointed by the Select Board.

b. At-large members shall be appointed to the following initial terms: One (1) for a one-year term, ~~one~~^{two} (12) for a two-year terms, and one (1) for a three-year term. All subsequent terms shall be for three years. All other members shall serve a term determined by their designating bodies not to exceed three years. All members, at-large and otherwise, are eligible for reappointment. Should any appointing or designating authority fail to appoint a successor to a CPC member whose term is expiring, such member may continue to serve until the relevant authority names a successor.

Section 2. Duties and Responsibilities

a. The Community Preservation Committee shall have all of the duties and powers set forth in G.L. c. 44B §5, including, but not limited to, the following: The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing municipal boards, including the Select Board, Conservation Commission, the Preservation Commission, The Planning Board, the Park and Recreation Commission, the Council on Aging, the Housing Authority, the Housing Advisory Board and the Advisory Committee.

ARTICLE xX ARTICLE

Submitted by: Select Board

To see if the Town will amend its General By-Laws by adding a new section XXX as follows:

COMMUNITY PRESERVATION COMMITTEE

Section 1. Establishment and Membership

- a. There is hereby established a Community Preservation Committee consisting of nine (9) members. The membership shall be composed of one member of the Conservation Commission as designated by such Commission, one member of the Preservation Commission as designated by such Commission, one member of the Planning Board as designated by such Board, one member of the Park and Recreation Commission as designated by such Commission, one member of the Brookline Housing Authority as designated by such authority, and four (4) at-large members appointed by the Select Board.
- b. At-large members shall be appointed to the following initial terms: One (1) for a one-year term, two (2) for two-year terms, and one (1) for a three-year term. All subsequent terms shall be for three years. All other members shall serve a term determined by their designating bodies not to exceed three years. All members, at-large and otherwise, are eligible for reappointment. Should any appointing or designating authority fail to appoint a successor to a CPC member whose term is expiring, such member may continue to serve until the relevant authority names a successor.
- c. A vacancy of the committee shall be filled by the relevant appointing or designating authority.

Section 2. Duties and Responsibilities

- a. The Community Preservation Committee shall have all of the duties and powers set forth in G.L. c. 44B §5, including, but not limited to, the following: The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing municipal boards, including the Select Board, Conservation Commission, the Preservation Commission, The Planning Board, the Park and Recreation Commission, the Council on Aging, the Housing Authority, and the Advisory Committee. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities, and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and

published for each of two weeks preceding the hearing in a newspaper of general circulation in the Town.

- b. The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation, and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for rehabilitation or restoration of such open space and community housing that is acquired or created with CPA funds. With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. The Committee's recommendations to Town Meeting shall be subject to G.L. c. 44B, s. 5(b)(2) and shall include their anticipated costs.
- c. The Community Preservation Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose, or to set aside for later spending funds for general purposes that are consistent with community preservation.
- d. Prior to making its final recommendations to Town Meeting for approval, the Committee shall present draft recommendations to the Select Board and the Advisory Committee for comment. A designated member of the Select Board and the Advisory Committee may serve as liaisons to the Committee.

Section 3. Administration and Operation

- a. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum.
- b. The Community Preservation Committee shall approve its actions by majority vote of the quorum.
- c. Each fiscal year, the Committee shall recommend to Town Meeting an operational and administrative budget. The timing of such budget recommendation shall be coordinated with the Town Administrator's annual operating budget submission to the Select Board.

Section 4. Amendments

The Community Preservation Committee shall, from time to time, review the administration of this by-law and make recommendations, as needed, for amendments to the by-law and the Committee's administrative practices to improve its operations.

Section 5. Construction and Severability

At all times this by-law shall be interpreted in a manner consistent with G.L. c. 44B, the Community Preservation Act. Should any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph, or part shall continue in full force and effect.

Section 6. Effective Date

This Bylaw shall take effect immediately upon approval by the Attorney General of the Commonwealth. Each appointing authority shall have forty five (45) calendar days after approval by the Attorney General to make their initial appointments.

PETITIONER'S ARTICLE DESCRIPTION

ARTICLE XXXXXXXXXXX ARTICLESubmitted by: Select Board

To see if the Town will vote to authorize the Select Board, on such terms and conditions that are in the best interest of the Town, to accept:

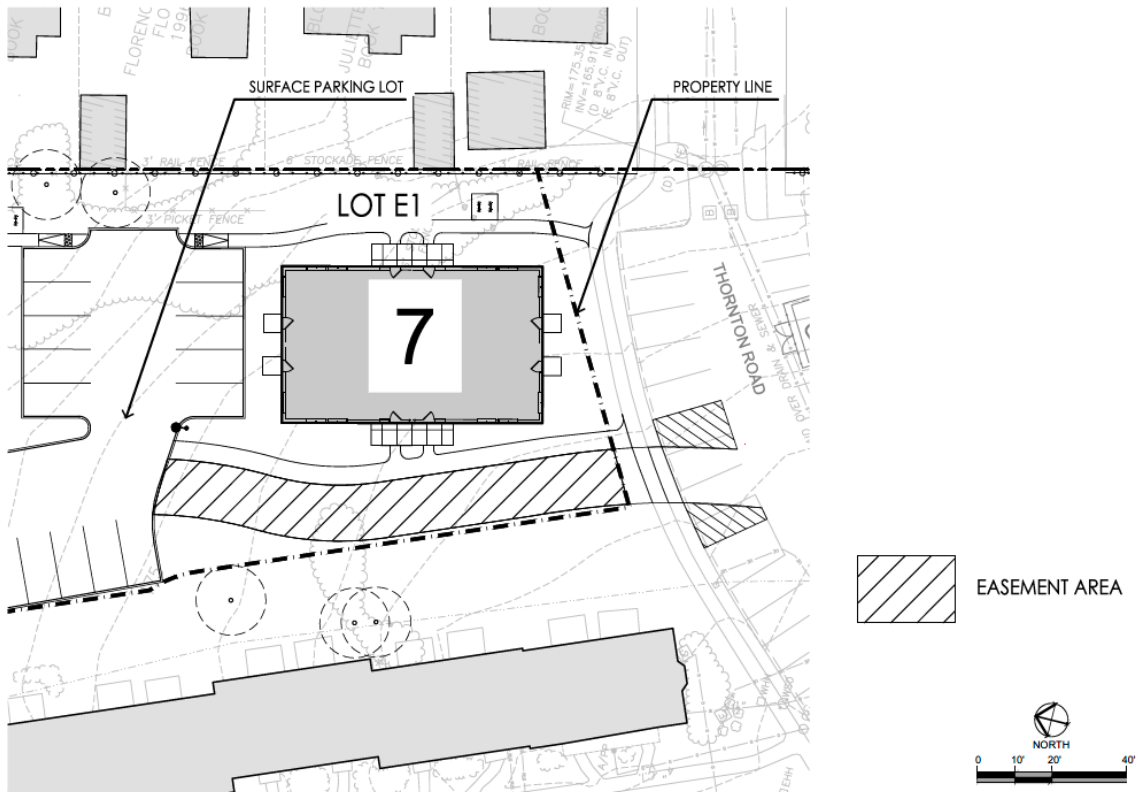
- (1) a grant of an easement from ROSB Realty LLC, or one of its successors or assigns, for ingress and egress in, over and through land between Thornton Road and land described as the Lot E1 Surface Parking Lot, more specifically shown as the “Easement Area” on the diagram below. Said easement is further described in the Emergency Access Easement Agreement previously approved by the Select Board contingent on subsequent Town Meeting authorization. For reference, Lot E1 is located on Parcel 3B shown on a plan entitled “Hancock Village, Plan of Land in Brookline/Boston, MA (Norfolk/Suffolk County) Scale 1” = 100’, Date: September 20, 2018 by Precision Land Surveying, Inc.” recorded with the Norfolk Registry of Deeds (the “**Registry**”) at Plan Book 684 of 2019, at Page 61.

and

- (2) the restrictive covenant in favor of the Town between the Town and The Residences of South Brookline LLC and ROSB Realty LLC prohibiting the construction of any new structures or paved surfaces not permitted by the Comprehensive Permit (issued to The Residences of South Brookline LLC and filed with the Brookline Town Clerk on February 20, 2015 and recorded with the Registry on November 1, 2019 in Book 37307, Page 241) on the property shown as Parcels 3A, 3B, 3C and 3D on that certain plan entitled “Hancock Village, Plan of Land in Brookline/Boston, MA (Norfolk/Suffolk County) Scale 1” = 100’, Date: September 20, 2018 by Precision Land Surveying, Inc.” recorded with the Registry at Plan Book 684 of 2019, at Page 61-66. The restrictive covenant is further described in the Declaration of Restrictive Covenant previously approved by the Select Board contingent on subsequent Town Meeting authorization.

May 19, 2021 Annual Town Meeting

x-2



Or act on anything relative thereto.

PETITIONER’S ARTICLE DESCRIPTION

This article will authorize the Select Board to accept two interests in real estate from ROSB Realty LLC and The Residences of South Brookline LLC (collectively, the “**Developer**”) in connection with the Developer’s construction of the Residences of South Brookline 40B development. The conveyance of these two interests by the Developer to the Select Board are requirements under the Developer’s Comprehensive Permit filed with the Brookline Town Clerk on February 20, 2015 and recorded with the Norfolk Registry of Deeds on November 1, 2019 in Book 37307, Page 241 (as modified, the “**Comprehensive Permit**”), and both interests are memorialized in corresponding recordable instruments, previously voted on and executed by the Select Board contingent on subsequent Town Meeting authorization.

The Emergency Access Easement Agreement is a non-exclusive easement allowing fire trucks, other emergency vehicles and other public emergency apparatus to access a surface parking lot and appurtenant buildings directly from Thornton Road, as contemplated by Conditions 28 and 43(f) of the Comprehensive Permit.

The restrictive covenant is intended to prohibit construction of any new structures or paved surfaces not permitted by the Comprehensive Permit on the property shown as Parcels 3A, 3B, 3C and 3D on that certain plan entitled “Hancock Village, Plan of Land in Brookline/Boston, MA (Norfolk/Suffolk County) Scale 1” = 100’, Date: September 20, 2018 by Precision Land Surveying, Inc.” recorded with the Norfolk Registry of Deeds at Plan Book 684 of 2019, at Page 61-66, as contemplated by Conditions 17 and 43(f) of the Comprehensive Permit. For ease of reference, this is the area surrounding the large, multi-family component of the Residences of South Brookline development as well as the northern edge of Hancock Village.

Copies of the Emergency Access Easement Agreement and the Declaration of Restrictive Covenant will be posted online alongside the Warrant.

SELECT BOARD’S RECOMMENDATION

ADVISORY COMMITTEE’S RECOMMENDATION

Proposed Warrant Article to require all recommendations included in the Combined Reports to
include documentation of roll call votes
Version February 2, 2021

RECEIVED
TOWN OF BROOKLINE
2021 FEB 12 A 10:33

Submitted by: Mike Toffel, TMM 8 and Neil Gordon, TMM1

To see if the Town will amend Articles 2.5.2 and 2.2.6 of the Town's General By-laws as follows (language to be stricken appearing in strikeout, language to be added appearing in underline):

SECTION 2.5.2 COMBINED REPORTS

The explanation and relevant data submitted by the petitioners for a petition article shall be included, together with article, in the combined reports. The Select Board and the Advisory Committee (or in the alternative to the full Advisory Committee a subcommittee of the Advisory Committee) each shall hold at least one duly noticed public hearing prior to a final vote of the Select Board or the Advisory Committee, as the case may be, on any article in the Warrant. The Select Board and the Advisory Committee shall prepare written reports, stating their recommendations and the reasons therefor, for all articles in the Warrant for a Town Meeting. The reports shall be included in the combined reports to be delivered or mailed as follows:

The Select Board shall cause one copy of the combined reports to be delivered or mailed not later than the seventh day prior to each special Town Meeting and not later than the fifteenth day prior to the start of each Annual Town Meeting, to the residence of every elected officer, Town Meeting Member and member of the Advisory Committee, and to the residence of every appointed officer, resident, real estate owner and town employee who requested, in writing, a copy of that combined reports. The combined reports shall contain each article in the warrant for such Town Meeting followed by the report of the Select Board on such article and then the report of the Advisory Committee on such article and every report made, not later than the twenty-second day prior to such Town Meeting and after the twenty-second day prior to the previous Town Meeting, by a Special Committee created by a Town Meeting or the Moderator.

The Combined Reports, and any supplement thereto, shall include, with each recommendation of the Select Board any Town board, committee, or commission, a roll-call showing the vote of each member, and shall include, with each recommendation of the Advisory Committee such information as is required by Article 2.2.6 Recorded Votes. When a minority report is presented by any Town board, committee, or commission, the Combined Reports, and any supplement thereto, shall identify the members supporting the minority report.

The report of the Select Board on the article at an Annual Town Meeting providing for termination and close-out of prior special appropriations shall include a statement from the Comptroller listing each account for such an appropriation as falls within the scope of the article, the purpose of the appropriation, and the unexpended balance as of the last day of March in the year of said Annual Town Meeting.

SECTION 2.2.6 RECORDED VOTES

(i) Whenever the Advisory Committee shall have voted on a recommendation ~~to the Town, and unless such vote is unanimous,~~ the record of such vote shall accompany any report of such recommendation ~~to the Town and shall be included in the minutes of the Advisory Committee,~~ in each case showing the date of such vote and those members who voted in favor, opposed, or abstained.

(ii) Whenever the Advisory Committee shall have voted on a transfer of funds, ~~and unless such vote is unanimous,~~ the record of such vote shall be included in the minutes of the Advisory Committee, in each case showing those members who voted in favor, opposed, or abstained.

or act on anything relative thereto.

We certify the above (10) signatures are those of voters registered in the Town of Brookline.

PETITIONER'S ARTICLE DESCRIPTION

The Combined Reports include recommendations from the Select Board, Advisory Board, and many other Boards, Committees, and Commissions to inform Town Meeting Members about warrant articles. Just as the Select Board and Advisory Committee are required by the Town's bylaws to include roll call votes in their recommendations in the Combined Reports, and the School Committee routinely does so, this article calls for all of the Town's boards, committees, and commissions to do so. This includes, for example, recommendations issued by boards appointed by the Select Board, committees appointed by the Moderator, and the School Committee and Board of Library Trustees elected by voters. It also calls on all of these bodies, when issuing a minority report, to list the members supporting the minority report.

The rationale supporting this article are much the same as those justifying Article 30 in the 2020 Special Town Meeting that called for requiring all Advisory Committee recommendations (except unanimous ones) to include recorded votes, and which passed Town Meeting by a wide margin (203 yes vs 17 no, with 8 abstentions):

- Town Meeting and the public have the right to know how the members of the town's boards, committees, and commissions have voted on the recommendations presented.
- Knowing the vote of each member of these bodies can provide additional contextual information that can be valuable to Town Meeting Members.
- This would further increase transparency and help Town Meeting to make the best decision possible on each Article in the Warrant.

This article does not provide an exemption for unanimous votes. Why? Because recording the votes of each member—even when votes are unanimous—creates a public record documenting the votes. Providing an exemption for unanimous votes would require anyone seeking to learn who actually voted for each recommendation to obtain historical records to learn (1) who the members were of a particular board, committee, or commission at a particular moment of time, (2) the date of the particular meeting at which the vote was taken; (3) obtain access to meeting minutes to learn which members attended that meeting, and who cast a vote or abstained; such a process imposes too much of a burden on the public merely seeking transparency, and such records are difficult to access.

This proposal deletes from the third paragraph of Section 2.5.2 “and shall include, with each recommendation of the Advisory Committee such information as is required by Article 2.2.6 Recorded Votes” because that section becomes redundant should this proposal pass.


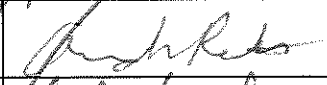



This proposal deletes from the Advisory Committee section of the bylaws, Section 2.2.6 Recorded Votes subsections (i) and (ii), the exemptions from recording unanimous votes, for these reasons—and to align its terms with Section 2.5.2.

Moreover, this proposal widens the scope of Section 2.2.6(i) by deleting “the Town”, thereby requiring recorded votes for all recommendations Advisory Committee makes. It also adds a requirement that such recorded votes should be included in the meeting minutes.

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

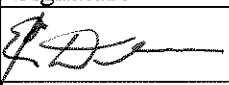
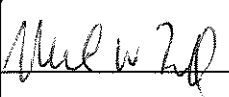
	Signature	Printed name	Address
1	✓ 	Tracie Burns	100 Beals St.
2	✓ 	Andrea Roberts	122 Naples Rd
3	✓ 	MARK GIGLIETTO	25 Green St
4	✓ 	Deborah Fung	43 Beals St
5	✓ 	Archon Fung	43 Beals St
6			
7			
8			
9			
10			

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:37

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1 ✓		ERIN DEEMER	25 ABBOTSFORD ROAD
2 ✓		MICHAEL TOFFEL	25 Abbottsford Road
3			
4			
5			
6			
7			
8			
9			
10			

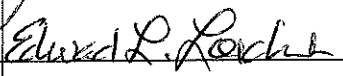
11.A.

For Toffel

Proposed Warrant Article to require all recommendations ...
Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1		Edward L. Lorchler	106 Beaks St,
2			
3			
4			
5			
6			
7			
8			
9			
10			

Warrant Article signature page

The following registered Brookline voters support the attached submitted article



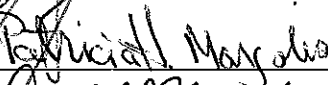
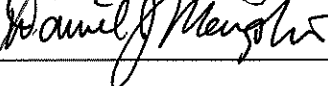
Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1	<i>Barbara C. Scott</i>	<i>Barbara C. Scott</i>	<i>26 Crowninshield Rd.</i>
2			
3			
4			
5			
6			
7			
8			
9			
10			

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

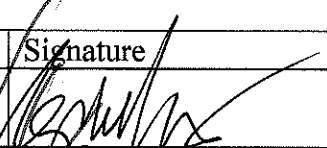
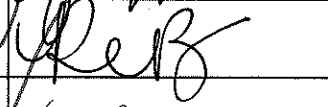
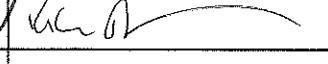
	Signature	Printed name	Address
1		HADASSAH MARGOLIS	24 STEDMAN ST. BROOKLINE 02446
2		Michael Goldstein	28 Stedman St Brookline 02446
3		Patricia MARGOLIS	28 Stedman St BIRK
4		Daniel S. Margolis	28 Stedman St. Brookline, MA 02446
5			
6			
7			
8			
9			
10			

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:34

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1		Raphael Bueno	39 ADAMS ST
2		Rebecca Bueno	39 Adams St
3		Kate Povelman	39 Adams St
4			
5			
6			
7			
8			
9			
10			

Proposed Warrant Article to require agenda packets of public bodies subject to OML be posted on the Town website concurrent with being distributed to members
Version March 23, 2021

Submitted by: Mike Toffel, TMM8 and Neil Gordon, TMM1

To see if the Town will amend Article 3.21 of the Town's General By-laws as follows (language to be stricken appearing in ~~strikeout~~, language to be added appearing in underline):

ARTICLE 3.21

READILY ACCESSIBLE ELECTRONIC MEETING NOTICES, AGENDAS, INFORMATION, AND RECORDS

Section 3.21.1 Purpose and Applicability

This by-law applies to all ~~the~~ meetings of ~~all~~ Town of Brookline governmental bodies public bodies subject to the Open Meeting Law, now G.L. c. ~~39, §§23A-30A, §§18-25 et seq.~~ (hereinafter, respectively, "public meetings" and "OML"), and is intended ~~(a) to take advantage of the internet and its increasing use; (b) to better implement the spirit of the OML; and (c) to the extent reasonably practical,~~ to improve opportunities for broader and more meaningful citizen participation by Residents and other interested parties in the business of Town ~~governmental~~ public bodies.

Section 3.21.2 Electronic Notification List(s) & Calendar

The Information Technology Department ("ITD") shall maintain one or more broadly available list(s) for the purpose of providing electronic notifications (such as by email) to Town Meeting Members and other Town residents who request to be included, prominently promoted on the Town website's Homepage, along with a link to a readily available and current Calendar of upcoming meetings.

Section 3.21.3 Meeting Notices, and Agendas, and Information

(a) Each meeting "notice" required by the OML shall not only be "posted" ~~under~~ in accordance with the OML at least forty-eight hours before the meeting but, additionally, shall be posted in electronic format as soon as is practicable on the Town website Calendar after said meeting has been scheduled. ~~To the extent possible, each posting~~ Each such notice shall include (i) an

11.A.

agenda that is reasonably descriptive of the intended business of the meeting, subject to later revisions as needed in compliance with the OML, and (ii) the name of a contact person along with contact information for further inquiries, for forwarding messages to the relevant ~~governmental~~ public body, for obtaining background information to the extent readily available, and for obtaining contact information (or a website link containing such information) for all ~~of~~ members of the ~~governmental~~ public body, and (iii) webpage link(s) on the meeting agenda to such documents that the public body chair and/or their designee circulates to public body members in advance of the meeting (hereafter called the "Agenda Packet"). All documents circulated to public body members in advance of the meeting shall at the same time be made available to the public.

Additional items made available to public body members within 48 hours before, during, and subsequent to the meeting are also part of the Agenda Packet, and shall forthwith and similarly be made available to the public as soon as practicable, and no later than forty-eight hours after the meeting. Notwithstanding anything herein to the contrary, no documents need be made available under this Article if such documents are exempt from disclosure under applicable law.

(b) With the assistance and direction of the Town Clerk and ITD, the information specified above shall be disseminated in a timely manner to members of the public who join the aforementioned notification list(s).

(c) Each public body chair and/or their designee shall use all best efforts to post the Agenda Packet (and any and all updates thereto) sufficiently in advance of the meeting to allow the public body members and the public to read and comprehend the materials in the Agenda Packet prior to the meeting.

Section 3.21.4 Records

Records of meetings of all Town ~~governmental~~ public bodies shall be reasonably descriptive of the business conducted, ~~and~~ and shall include a summary of discussions, in addition to indicating actions taken and other requirements of the OML, and shall include link(s) to the Agenda Packet and to any electronic recording of the meeting, and shall be accessible electronically from the Town website as soon as is practicable following the meeting at issue.

Section 3.21.5 Enforcement

As to mandates of this by-law that exceed those of state laws, including the OML, all officials, boards and committees responsible for appointing members of committees subject to this by-law shall ~~periodically~~ notify their appointees in writing of the requirements of this by-law. Such notification shall be provided no later than when appointees and chairs are sworn in by the Town Clerk. No additional enforcement powers are hereby conferred upon the ~~Norfolk County District~~ Attorney General beyond the responsibility of such office with respect to state law, including the OML, nor shall actions taken at any meeting be held invalid due to failure to comply with any requirements of this bylaw that exceed those of state laws, including the OML.

~~Section 3.21.6 Effective Date~~

~~The requirements of this by-law shall become effective on July 01, 2008.~~

or act on anything relative thereto.

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PETITIONER'S EXPLANATION

Brookline has 74 boards, committees, and commissions that discuss Town policies, procedures, and regulations, according to the Town's "Boards and Commissions" website (<https://www.brooklinema.gov/165/Boards-Commissions>, as of December 23, 2020). Town Bylaws require meeting notices and agendas to be posted on the Town's website and disseminated to all who ask.

However, few of the Town's boards, committees, and commissions routinely post to the Town's website the documents that are distributed to members of those public bodies in advance of, during, or after their meetings. These documents are sometimes collectively referred to (as in the case of the Select Board) as the Agenda Packet, even though sometimes the documents are distributed piecemeal to members via a series of emails. Thus, in most cases, the public is not provided equal—and sometimes any—access to information that could enable them to prepare to make well-informed public comments, follow the meeting's discussions in a well-informed manner, or fully understand the meeting's minutes after the fact.

This Article seeks to remedy this by requiring all Agenda Packet documents to be posted on the Town's website at the same time that they are distributed to members of the board, committee, and commission, and to be retained, and made readily available to the public, as part of the record of a meeting. Public comments emailed to the public body can be easily printed-to-PDF and included in the Agenda Packet. Alternatively, staff could create a publicly visible listserv such as groups.io, the system used by the Town Meeting Members Association (TMMA), for the public to send emails, which would then be immediately visible to both public body members and the public.

Ideally, the documents would only be posted to the website, and members of the committee and the public alike would be directed there to find them. This would ensure that committee members and the public have access to the same documents—and to the latest versions should they be updated. That said, emailing documents to committee members and the public would still be permitted, as long as those documents were simultaneously posted on the Town website at a URL specified on the meeting's agenda – except for those documents that are exempt from such disclosure.

When a similar article was proposed to Town Meeting in November 2017 (Article 16), questions were raised by Advisory Committee and CTO&S about whether all documents can be digitized and posted in a timely manner, technology issues that are more easily manageable now. Town Meeting referred that article to the Select Board with a request that it present a report to the May 2018 Annual Town Meeting.

Three years later, this transparency measure is still not widely practiced. Highlights of the Town's efforts in this regard are that (1) the Select Board, (2) the Select Board Committee on Policing Reforms, (3) the Task Force to Reimagine Policing in Brookline, and (4) the Transportation Board do post their Agendas linked to Agenda Packets on a Town website (<https://meetings.brooklinema.gov/OnBaseAgendaOnline>), and the first three of these bodies post agendas hyperlinked to the relevant items to the Agenda Packet, which makes them much

11.A.

easier to find. However, the website is not widely known, and not linked from the Town's calendar items. The Select Board has recently begun pilot testing including a link to this website in their agendas distributed through Notify Me agendas, a laudable move. However, 70 of the Town's 74 public bodies have not yet adopted these practices.

The School Committee routinely posts its Agenda Packet in advance of its meeting on a PSB website (<https://www.brookline.k12.ma.us/Page/2087>), but its agendas do not refer to this website, making it difficult for the public to know that the Agenda Packet is available, hampering the public's ability to arrive at School Committee meetings well informed.

To implement this proposal, Town staff would need to decide whether the OnBase system that the Select Board currently uses is the appropriate IT solution (and, if not, price alternatives), and train staff to use the system. To reduce costs, a "train the trainer" model could be considered, whereby only a few staff members enroll in formal training, and they then train their peers.

Note the proposed changes from "governmental bodies" to "public bodies" (which reflects language from the amended Open Meeting Law) as well as the updated legal reference of the Open Meeting Law were made at the suggestion of the Town's General Counsel.

This proposal incorporates two by-law amendments recently passed by Town Meeting but not yet been incorporated in by-laws posted on the Town's website: (1) "participation by Residents and other interested parties" replaced "citizen participation" in Section 3.21.1; and (2) "members of the public who join" replaced "citizens who joins" in Section 3.21.3(b).

The cost of implementing this change is modest, and limited to the training referenced above and, perhaps, a modest software investment.

RECEIVED
 TOWN OF BROOKLINE
 TOWN CLERK
 2021 FEB 12 AM 10:37

Proposed Warrant Article to require agenda packets of public bodies subject to OML be posted on the Town website concurrent with being distributed to members
 Version February 2, 2021

Submitted by: Mike Toffel, TMM8 and Neil Gordon, TMM1

To see if the Town will amend Article 3.21 of the Town's General By-laws as follows (language to be stricken appearing in strikeout, language to be added appearing in underline):

ARTICLE 3.21

READILY ACCESSIBLE ELECTRONIC MEETING NOTICES, AGENDAS, INFORMATION, AND RECORDS

Section 3.21.1 Purpose and Applicability

This by-law applies to all the meetings of all Town of Brookline governmental bodies public bodies subject to the Open Meeting Law, now G.L. c. 39, ~~§§23A-30A~~, §§18-25 et seq. (hereinafter, respectively, "public meetings" and "OML"), and is intended ~~(a) to take advantage of the internet and its increasing use;~~ (b) to better implement the spirit of the OML; and ~~(c) to the extent reasonably practical,~~ to improve opportunities for broader and more meaningful citizen participation by Residents and other interested parties in the business of Town ~~governmental~~public bodies.

Section 3.21.2 Electronic Notification List(s) & Calendar

The Information Technology Department ("ITD") shall maintain one or more broadly available list(s) for the purpose of providing electronic notifications (such as by email) to Town Meeting Members and other Town residents who request to be included, prominently promoted on the Town website's Homepage, along with a link to a readily available and current Calendar of upcoming meetings.

Section 3.21.3 Meeting Notices, ~~and~~ Agendas, and Information

(a) Each meeting "notice" required by the OML shall not only be "posted" ~~under~~ in accordance with the OML at least forty-eight hours before the meeting but, additionally, shall be posted in electronic format as soon as is practicable on the Town website Calendar after said meeting has been scheduled. ~~To the extent possible, each posting~~ Each such notice shall include (i) an

agenda that is reasonably descriptive of the intended business of the meeting, subject to later revisions as needed in compliance with the OML, and (ii) the name of a contact person along with contact information for further inquiries, for forwarding messages to the relevant ~~governmental~~ public body, for obtaining background information to the extent readily available, and for obtaining contact information (or a website link containing such information) for all ~~of~~ members of the ~~governmental~~ public body, and (iii) webpage link(s) on the meeting agenda to such documents that the public body chair and/or their designee circulates to public body members in advance of the meeting (hereafter called the "Agenda Packet"). All documents circulated to public body members in advance of the meeting shall at the same time be made available to the public.

Additional items made available to public body members during and subsequent to the meeting are also part of the Agenda Packet, and shall forthwith and similarly be made available to the public as soon as practicable, and no later than forty-eight hours after the meeting. Notwithstanding anything herein to the contrary, no documents need be made available under this Article if such documents are exempt from disclosure under applicable law.

(b) With the assistance and direction of the Town Clerk and ITD, the information specified above shall be disseminated in a timely manner to members of the public who join the aforementioned notification list(s).

(c) Each public body chair and/or their designee shall use all best efforts to post the Agenda Packet (and any and all updates thereto) sufficiently in advance of the meeting to allow the public body members and the public to read and comprehend the materials in the Agenda Packet prior to the meeting.

Section 3.21.4 Records

Records of meetings of all Town ~~governmental~~ public bodies shall be reasonably descriptive of the business conducted, ~~and~~ shall include a summary of discussions, in addition to indicating actions taken and other requirements of the OML, and shall include link(s) to the Agenda Packet and to any electronic recording of the meeting, and shall be accessible electronically from the Town website as soon as is practicable following the meeting at issue.

Section 3.21.5 Enforcement

As to mandates of this by-law that exceed those of state laws, including the OML, all officials, boards and committees responsible for appointing members of committees subject to this by-law shall ~~periodically~~ notify their appointees in writing of the requirements of this by-law. Such notification shall be provided no later than when appointees and chairs are sworn in by the Town Clerk. No additional enforcement powers are hereby conferred upon the ~~Norfolk County District~~ Attorney General beyond the responsibility of such office with respect to state law, including the OML, nor shall actions taken at any meeting be held invalid due to failure to comply with any requirements of this bylaw that exceed those of state laws, including the OML.

~~Section 3.21.6 Effective Date~~

~~The requirements of this by-law shall become effective on July 01, 2008.~~

or act on anything relative thereto.

PETITIONER'S EXPLANATION

Brookline has 74 boards, committees, and commissions that discuss Town policies, procedures, and regulations, according to the Town's "Boards and Commissions" website (<https://www.brooklinema.gov/165/Boards-Commissions>, as of December 23, 2020). Town Bylaws require meeting notices and agendas to be posted on the Town's website and disseminated to all who ask.

However, few of the Town's boards, committees, and commissions routinely post to the Town's website the documents that are distributed to members of those public bodies in advance of, during, or after their meetings. These documents are sometimes collectively referred to (as in the case of the Select Board) as the Agenda Packet, even though sometimes the documents are distributed piecemeal to members via a series of emails. Thus, in most cases, the public is not provided equal—and sometimes any—access to information that could enable them to prepare to make well-informed public comments, follow the meeting's discussions in a well-informed manner, or fully understand the meeting's minutes after the fact.

This Article seeks to remedy this by requiring all Agenda Packet documents to be posted on the Town's website at the same time that they are distributed to members of the board, committee, and commission, and to be retained, and made readily available to the public, as part of the record of a meeting. Public comments emailed to the public body can be easily printed-to-PDF and included in the Agenda Packet. Alternatively, staff could create a publicly visible listserv such as groups.io, the system used by the Town Meeting Members Association (TMMA), for the public to send emails, which would then be immediately visible to both public body members and the public.

Ideally, the documents would only be posted to the website, and members of the committee and the public alike would be directed there to find them. This would ensure that committee members and the public have access to the same documents—and to the latest versions should they be updated. That said, emailing documents to committee members and the public would still be permitted, as long as those documents were simultaneously posted on the Town website at a URL specified on the meeting's agenda – except for those documents that are exempt from such disclosure.

When a similar article was proposed to Town Meeting in November 2017 (Article 16), questions were raised by Advisory Committee and CTO&S about whether all documents can be digitized and posted in a timely manner, technology issues that are more easily manageable now. Town Meeting referred that article to the Select Board with a request that it present a report to the May 2018 Annual Town Meeting.

Three years later, this transparency measure is still not widely practiced. Highlights of the Town's efforts in this regard are that (1) the Select Board, (2) the Select Board Committee on Policing Reforms, (3) the Task Force to Reimagine Policing in Brookline, and (4) the Transportation Board do post their Agendas linked to Agenda Packets on a Town website (<https://meetings.brooklinema.gov/OnBaseAgendaOnline>), and the first three of these bodies post agendas hyperlinked to the relevant items to the Agenda Packet, which makes them much

easier to find. However, the website is not widely known, and not linked from the Town's calendar items. The Select Board has recently begun pilot testing including a link to this website in their agendas distributed through Notify Me agendas, a laudable move. However, 70 of the Town's 74 public bodies have not yet adopted these practices.

The School Committee routinely posts its Agenda Packet in advance of its meeting on a PSB website (<https://www.brookline.k12.ma.us/Page/2087>), but its agendas do not refer to this website, making it difficult for the public to know that the Agenda Packet is available, hampering the public's ability to arrive at School Committee meetings well informed.

To implement this proposal, Town staff would need to decide whether the OnBase system that the Select Board currently uses is the appropriate IT solution (and, if not, price alternatives), and train staff to use the system. To reduce costs, a "train the trainer" model could be considered, whereby only a few staff members enroll in formal training, and they then train their peers.

Note the proposed changes from "governmental bodies" to "public bodies" (which reflects language from the amended Open Meeting Law) as well as the updated legal reference of the Open Meeting Law were made at the suggestion of the Town's General Counsel.

This proposal incorporates two by-law amendments recently passed by Town Meeting but not yet been incorporated in by-laws posted on the Town's website: (1) "participation by Residents and other interested parties" replaced "citizen participation" in Section 3.21.1; and (2) "members of the public who join" replaced "citizens who joins" in Section 3.21.3(b).

The cost of implementing this change is modest, and limited to the training referenced above and, perhaps, a modest software investment.

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:42

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1 ✓	Maura Toomey	MAURA TOOMEY	102 Crowninshield Rd
2.	P. Smith	Steven Gilbert	102 Crowninshield Rd
3			
4			
5			
6			
7			
8			
9			
10			

Rel

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:37

Warrant Article signature page

The following registered Brookline voters support the attached submitted article



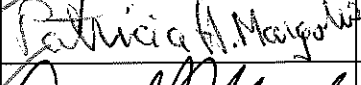

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1	✓ Tracie B	Tracie Burns	100 Beals St.
2	✓ Andrea Roberts	Andrea Roberts	120 Naples Rd
3	✓ Mark G	MARIC GIGLIOTTI	25 Green St
4	✓ Deborah Fung	Deborah Fung	43 Beals St.
5	✓ Archon Fung	Archon Fung	43 Beals St
6			
7			
8			
9			
10			

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1		HADASSAH MARGOLIS	24 STEDMAN ST. BROOKLINE 02446
2		Michael Goldstein	24 Stedman Brookline 02446
3		PATRICIA H MARGOLIS	28 Stedman St Brk
4		Daniel J Margolis	28 Stedman St Brookline, MA 02446
5			
6			
7			
8			
9			
10			

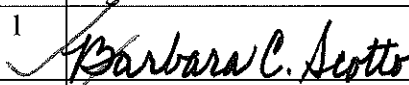
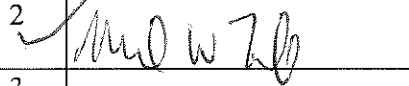
4

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:37

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1		Barbara C. Scotto	26 Crowninshield Rd.
2		MICHAEL TOFFEL	25 Abbottsford Rd
3			
4			
5			
6			
7			
8			
9			
10			

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:37

For Taffel and Gordon

Proposed Warrant Article to require agenda packets
 Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

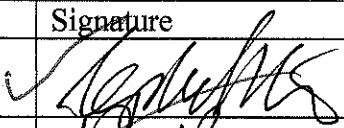
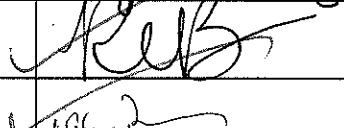
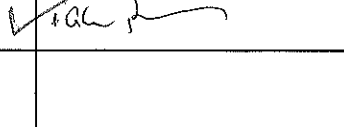
	Signature	Printed name	Address
1	<i>Edward L. Loecher</i>	Edward L. Loecher	106 Beals St.
2			
3			
4			
5			
6			
7			
8			
9			
10			

RECEIVED
 TOWN OF BROOKLINE
 TOWN CLERK
 2011 FEB 12 A 10:37

Warrant Article signature page

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
1		RAFAEL BUENO	39 Adams St
2		Rebecca Bueno	39 Adams St
3		Kate Roveiman	39 Adams St
4			
5			
6			
7			
8			
9			
10			

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK
2021 FEB 12 A 10:37

21 MAR 3 AM 11:33

Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

Submitted by: Mike Toffel (TMM 8), Peter Bleyleben, Ben Franco, Mini Kolluri, David Kirshner, Nicole McClelland (TMM 11), Mariah Nobrega (TMM 4), David Pearlman (TMM 15), Paul Saner (TMM 13), Arthur Segel (TMM 14), and Nathan Shpritz (TMM 16)

To see if the Town will adopt the following Resolution:

WHEREAS in 2018 the Select Board created the charge for the Brookline Fiscal Advisory Committee (BFAC) to review and evaluate Brookline's fiscal and financial projections, examine the Town and School's budget principles and financial policies, and suggest actions to address misalignment between projected revenues and expenditures (the "structural deficit");

WHEREAS the Brookline Fiscal Advisory Committee issued its final report in February 2020, which including 18 primary recommendations and many secondary ones (available at <https://www.brooklinema.gov/1516/Brookline-Fiscal-Advisory-Committee>);

WHEREAS BFAC members presented the BFAC's final report recommendations to the Select Board, Advisory Committee, School Committee, Town Meeting Members, and the Brookline community-at-large in February – April 2020;

WHEREAS the BFAC report included a 24-month Implementation Plan to "place the Town and PSB on a path to begin operating under sustainable annual budgets, remain positioned to finance continued investment in infrastructure and facilities, and retain the Town's AAA credit rating" and included "a sequence and timeline for action on each recommendation along with their subsidiary recommendations, and clearly identifies the involved parties."

WHEREAS the BFAC report called for the plan's implementation to "be a shared responsibility among all of the principal government bodies", and specifically called for the following public bodies to consider the BFAC report's recommendations: Advisory Committee, Audit Committee, Committee on Town Organization & Structure, Economic Development Advisory Board, Planning Board, School Committee, Select Board;

WHEREAS the Town Administrator and the School Committee have considered and begun implementing some BFAC recommendations, but many of the BFAC report's recommendations have not yet been deliberated or acted upon by the relevant Brookline public bodies, despite being more than midway through the BFAC Implementation Plan's proposed two-year implementation schedule;

WHEREAS the COVID-19 pandemic was a major focus for Town officials and staff during the past year, the BFAC recommendations must nonetheless gain the attention they require in order to keep Brookline on a sound fiscal footing;

WHEREAS the Select Board has not issued comprehensive status reports on the Town's consideration of or implementation of BFAC recommendations;

WHEREAS many of the issues that prompted the Select Board to create BFAC remain unresolved;

11.A.

NOW, THEREFORE, BE IT RESOLVED that Town Meeting directs the Moderator to appoint a committee to document (1) the status of deliberations regarding each BFAC recommendation, (2) whether those deliberations have led to decisions to accept or reject the recommendation, and (3) the state of implementation plans and activities. This committee shall discuss these activities with, at least, the public bodies and roles named in the BFAC Implementation Plan contained in the BFAC final report. The committee shall deliver written reports to Town Meeting Members, the Select Board, the Advisory Committee, and the School Committee by August 15, 2021, February 15, 2022, and August 15, 2022 – timing that precedes by several weeks the dates when the Warrant will likely open in anticipation of the next three Town Meetings. The committee shall conduct at least one public presentation concurrent to the delivery of each of the aforementioned reports.

or act on anything relative thereto.

APPENDIX

BFAC Recommendations

Source: Pages 11-14 and Appendix L of the Brookline Fiscal Advisory Committee Final Report, February 5, 2020 – Final Version, available at <https://www.brooklinema.gov/DocumentCenter/View/21168/February-5-Final-BFAC-Report>

Recommendation 1. The Select Board and School Committee should have their administrations adopt common financial policies, to the extent possible, and create and institute performance management metrics to allow for better evaluation of budgetary decisions and lessen the influence of anecdotal statements and special interests in financial decisions.

Recommendation 2. The Select Board, School Committee, and Advisory Committee should adopt a financial review and budget process requiring periodic summits among the Select Board, the School Committee, and the Advisory Committee.

Recommendation 3. To the extent permissible, reform the warrant article development, review, and implementation process to enable consistent, transparent, robust analysis and reporting of each article's short-term and long-term costs and benefits; to discourage financial appropriations made outside the annual budget cycle; and to take into consideration the limitations of staff time and volunteer resources.

Recommendation 4. Change the structure, composition, and scope of the Town's Advisory Committee so it has the required skills and time to focus its attention on financial monitoring, analysis, and policy evaluation of both existing policies and proposed warrant articles.

Recommendation 5. Change the Town's independent audit and accounting firm at least every ten years. Rotate the lead partner assigned to the Town every five years. The next audit firm Brookline appoints should complete the annual audit of the fiscal year-end financial statements and conduct a sufficiently inquisitive review of the Town and School's internal controls.

Recommendation 6. Evaluate key programs and services on a periodic basis to assess their effectiveness and completion of objectives and to identify potential cost savings and opportunities for the redeployment of resources.

- **Recommendation 6.1** Require an investment analysis for new initiatives as well as look-back assessments.
- **Recommendation 6.2** Create rubrics and metrics for establishing spending and investment priorities, including the identification of funding sources.
- **Recommendation 6.3** Pilot test zero-based budgeting (ZBB) and outcome-based budgeting (OBB).

Recommendation 7. Establish the practice of designating three individual Select Board members as having primary responsibility for a) financial affairs of the Town, b) capital investment plans and activities, and c) economic development activities inclusive of longrange planning and zoning reform, with each Select Board member to monitor, evaluate, and supervise the work of staff with regard to the relevant affairs of the Town. In addition, establish policies and review responsibilities and authorities to have Select Board members lead by example in the area of financial discipline and to clarify and consider strengthening the role of the Town Administrator. Finally, implement a staff-based financial and capital management structure mirroring the Town's organization with appropriate oversight assigned to School Committee members and subcommittees.

- **Recommendation 7.1.** Encourage Select Board Members to lead by example in establishing improved financial decision making.
- **Recommendation 7.2.** Clarify positions of financial responsibility and authority
- **Recommendation 7.3.** Increase transparency and comprehension through the professional revision of 1) documentation for budget policies and procedures; and 2) format and content of financial reports.

Recommendation 8. Revisit the structure, including the revenue allocation formula, of the Town-School Partnership to ensure that it is better understood and that it best meets the needs of the Town and Schools in a dynamic manner.

Recommendation 9. Create an enhanced capital planning process covering the Town and Schools, including regular periodic evaluation of town-owned assets.

Recommendation 10. Develop annual Financial Improvement Plans (FIPs) to pursue high impact opportunities to increase revenues (e.g., PILOT program, AirBnB fees, building utilization) and better manage costs (e.g., special education medical expenses, building maintenance, new school construction standards, playgrounds and fields).

Recommendation 11. Annually assess and publicly report the extent to which any projected cost reductions or revenue increases in the Financial Improvement Plans actually materialize and why any shortfalls arise. Seek outside independent expertise to a) assist, as needed, in the evaluation and refinement of Financial Improvement Plans, and b) to provide independent monitoring of the Town's and Schools' compliance with Financial Improvement Plans and the BFAC Implementation Plan. The Urban Institute and the Bloomberg Harvard City Leadership Initiative are two widely respected organizations that may provide such services for modest (or no) cost. It is not required that a single entity provide both services described above.

Recommendation 12. Aggressively pursue new economic development to increase the vibrancy of the town's economy, generate new property tax revenues, minimize the burden on residential taxpayers, and expand payment in lieu of taxes (PILOT) revenues. To this end, enact zoning changes to incentivize new development and encourage increased density in designated areas. A significant commitment to strategic planning and public education will be necessary to achieve this goal.

Recommendation 13. Recommit to maintaining or exceeding, except for periods of extraordinary circumstances, minimum reserve levels established in the 2011 Fiscal Policy Review Committee Final Report; to restore funding as soon as possible to meet those thresholds; to add to present Stabilization Fund policies a minimum requirement; and to implement a new policy to increase overall fund balances to a target of 15 percent of Revenues within four years. (AA: $30\% \geq n > 15\%$)

- **Recommendation 13.1.** Restore unassigned fund balance minimum 10 percent of Revenues, with a target of 12.5% of Revenues.
- **Recommendation 13.2.** Establish a Stabilization Fund Policy of minimum annual funding equal to 0.67% of Revenue
- **Recommendation 13.3.** Replenish and maintain the Stabilization Fund at 50% of the new Unassigned Fund Balance target.
- **Recommendation 13.4.** Establish a Total Fund Balance (total reserves) policy with floor of 12.3% of Revenues, with a goal of 15%

Recommendation 14. Establish a maximum debt policy based on the ratio of Direct Debt to Operating Revenue to not exceed the requirement for the A level credit rating and a formal goal of achieving a Net Direct Debt to Revenue ratio at the AA level credit rating. In addition, commit to full disclosure of existing, proposed, and planned borrowings when asking voters to approve new debt exclusions. Finally, commit to the continual evaluation of alternative debt structures so as to balance cost, fairness, and the maximization of borrowing flexibility.

- **Recommendation 14.1.** Set policy to have Net Direct Debt (total debt level) divided by Revenue to at least the A level ($0.67x < n < 3x$)
- **Recommendation 14.2.** Set a goal to achieve Net Direct Debt divided by Revenue to at least the AA level ($0.33x < n < 0.67x$) by FY36.
- **Recommendation 14.3.** Commit to full disclosure and transparency of existing proposed and planned borrowings when asking taxpayers to approve new debt exclusions

Recommendation 15. Develop a strategy to plan for periodic operating overrides to supplement the resources provided by recommendations 11 through 13 in order to meet the community's expectations of more and better services from the Town and Schools while addressing concerns that would accompany growing the tax base exclusively via accelerated economic development. To mitigate the dilutive impact of operating overrides' impact on reserve ratios, require operating override requests to be "grossed up" to provide sufficient additional funds to maintain reserves at targeted ratios and to recognize the additional financial risk associated with the newly approved greater financial obligations. Override resource allocations should be regularly evaluated for effectiveness in keeping with Recommendation 6 above.

- **Recommendation 15.1.** Any tax should be designed to allow for the broadest range of uses possible
- **Recommendation 15.2.** Voters must be provided more information when presented with future override and debt exclusion ballot questions
- **Recommendation 15.3.** As the Town develops plans, it must provide its taxpayers with the information that allows them to evaluate those plans and their costs on a basis entirely different from the current piecemeal approach
- **Recommendation 15.4.** Enact a policy to include in operating override requests the additional amounts necessary to maintain reserves

Recommendation 16. Consolidate Town and School financial planning into a single integrated financial model that reflects fully allocated costs between the Town and PSB for use in all Town and School budgeting, investment, and forecasting decisions.

Recommendation 17. Annually compare the Town's financial position to the Moody's Scorecard criteria in order to assess and address any vulnerabilities to preserving Brookline's AAA credit rating.

Recommendation 18. Amend Section 2.1.14 of the Town By-Laws to include the requirement that all Town Meeting Members attend at least one informational/training meeting that covers the Town budgeting process and financial matters every three years.

Contact details of co-petitioners:

Michael Toffel (mtoffel@hbs.edu) – Primary petitioner
Peter Bleyleben (peter.bleyleben@me.com)
Ben Franco (franco.b.j@gmail.com)
Mini Kolluri (minikolluri@yahoo.com)
David Kirshner (dkirsh4@gmail.com)
Nicole McClelland (nicole.mcclelland@gmail.com)
Mariah Nobrega (mariah.nobrega@gmail.com)
David Pearlman (david_pearlman@psbma.org)
Paul Saner (paulsaner@comcast.net)
Arthur Segel (asegel@hbs.edu)
Nathan Shpritz (nathanshpritz@comcast.net)

11.A.

Warrant Article signature page: Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

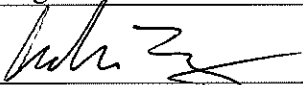



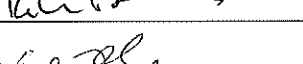
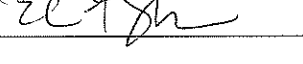
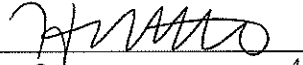
	Signature	Printed name	Address
✓ 1	Abigail Cox	Abigail Cox	18 Osborne Rd.
✓ 2	Chad Cox	CHAD COX	18 OSBORNE RD.
3			
4			
5			
6			
7			
8			
9			
10			

21 MAR 3 AM 11:40

Warrant Article signature page: Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
✓ 1		Archon Fung	43 Beale St Brookline, MA 02446
✓ 2		Deborah Fung	43 Beale St.
✓ 3		Tracie Burns	100 Beale St
✓ 4		Kate Poverman	39 Adams St
✓ 5		Eleanor Boynton	16 Crowninshield Rd
✓ 6		Hannah Wighart	16 Crowninshield Rd
✓ 7		Barbara C. Sottho	26 Crowninshield Rd,
8			
9			
10			

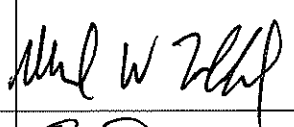
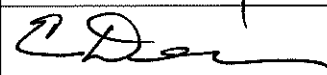
04:11:40 PM 3/21/2021

11.A.

Warrant Article signature page: Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
✓ 1		Michael Toffel (PRIMARY PETITIONER) Tel: 617-999-9318 Email: mtoffel@hbs.edu	25 Abbottsford Road
✓ 2		Erin Deemer	25 Abbottsford Road
3			
4			
5			
6			
7			
8			
9			
10			

07:11:40 21 MAR 2020

Warrant Article signature page: Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
✓ 1	<i>Edward L. Leach</i>	Edward L. Leach	106 Beals St.
✓ 2	<i>Leslie D. Spence</i>	Leslie Spence	106 Beals St.
3			
4			
5			
6			
7			
8			
9			
10			

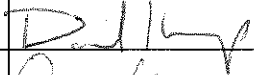
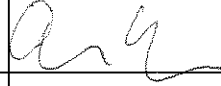
21 MAR 8 AM 11:41

11.A.

Warrant Article signature page: Proposal to create a Moderator Committee to report on progress and plans to address the recommendations of the Brookline Fiscal Advisory Committee's final report of February 2020

The following registered Brookline voters support the attached submitted article

Please write neatly as the Town Clerk will need to validate that you are a registered voter.

	Signature	Printed name	Address
✓ 1		DAVID KROOP	27 OSBORNE RD. BROOKLINE, MA
✓ 2		Elissa Yanover	27 Osborne Rd Brookline
3			
4			
5			
6			
7			
8			
9			
10			

21 MAR 3 11:41

'21 MAR 3 PM 1:43

Sustainable Public Access at Brookline Interactive Group

RECEIVED
TOWN OF BROOKLINE
TOWN CLERK

2021 MAR -3 P 1:56

Submitted by:

Daniel Saltzman, TMM-6; 62 White Place; brookline@dgnetworks.com (lead petitioner)

Bonnie Bastien, TMM-5; 32 Oakland Rd; bonniebastien@gmail.com

To see if the Town will adopt the following Resolution:

WHEREAS, Brookline Interactive Group (BIG) provides an invaluable service to the Town;
and

WHEREAS, the transition of subscribers from traditional cable to broadband leads to a shift in the funding of public access stations; and

WHEREAS, the resources of Brookline Interactive Group could be further utilized in the Town to provide direction for information access generally;

WHEREAS, the licensing authority of the Town, for example over grants of location and the cable franchise, can be used to acquire resources for the public at low cost;

THEREFORE BE IT RESOLVED that the Town commit to providing stable funding for BIG not dependent on the cable choices of Town residents, including by increasing the percentage of cable franchise fees devoted to BIG; and

BE IT FURTHER RESOLVED that the Town explore further partnerships with the Brookline Interactive Group to utilize its resources and expertise for public benefit, for example community broadband or computer labs and internet access to underserved populations;
and

BE IT FURTHER RESOLVED that the Select Board establish a committee, including representatives from BIG and members of the public, to reexamine the ways that grant-of-location and cable licensing could provide benefit to the Town and opportunities for future benefit, including the uses made of subscriber fees, equipment/facilities funds, dark fiber, and side agreements such as for internet access, and make a report to the Town by May 2022.

Or act on anything relative thereto.

Petitioner's Explanation

BIG's long-term future of community media services to the Town of Brookline is in crisis.

Despite BIG's 35-year long efforts to assure all voices in our community are amplified, that local stories and organizations have access to media making and a digital platform, and that local democracy is kept transparent, **the traditional funding of BIG, cable fees, is in a precipitous decline. We must ensure the long term financial viability of Brookline Interactive Group (BIG) to secure its critical and timely services to the Town of Brookline.**

This warrant article

This article seeks to provide budget guidance to the Town to allow BIG to continue to support the Town into the future, by stabilizing its funding and exploring new partnerships and to raise awareness in order to begin a discussion about funding changes.

Solution

This warrant article seeks to address these issues by:

1. Encouraging the town to commit to stable funding for BIG long-term through increasing the percentage of cable fees the Town allocates to BIG for the above services.
2. Explore further collaboration with BIG to maximize the public benefit of the cable franchise fees to the Town (i.e institutional Internet at public buildings, municipal fiber research, job training and technical training to seniors, etc.)

About BIG

Founded 35 years ago, **Brookline Interactive Group (BIG), formerly known as BATV, is an independent, non-profit organization** serving the community media needs of Brookline residents. Rooted in the legacy of public access television, BIG's funding, relationships, and education programs are focused on traditional media and a cable-distribution model. BIG offers extensive training in digital storytelling, video production and editing, graphics and animation, as well as web development, providing access to high-quality filmmaking and studio equipment to all of Brookline.

BIG's community cable channels distribute public safety and community governance information, coverage of community-wide discussions, government meetings, public hearings, community news journalism programs, and provides media coverage for hundreds of hours of local events, lectures, and performances.

Why This Warrant Article

BIG is the only source of hyperlocal, broadcasted community content, amplifying the voices of all residents, offering public access to media making equipment, and providing classes for low-income residents, job training programs for youth, and comprehensive tech training for seniors, all in collaborations with nearly all nonprofit, education, and governmental committees and entities in Town.

BIG operates two traditional community cable channels and multiple live cable streams online, live streamed on Facebook and YouTube and via cable television over Comcast and RCN. BIG's Civic (government and educational) channels are Comcast 23 and RCN 15; Community (public access) channels are Comcast 3 and RCN 6 & 613.

Summary of BIG'S Key Programs in 2020-21

- Live coverage via cable and online platforms and archiving of Town Meeting, Select Board and School Committee meetings, as well as **over 500 other community meetings** as requested and staffing allows
- Extended education & remote learning opportunities for youth and seniors
- During COVID-19 BIG quickly pivoted to provide a nationally-recognized, innovative response
 - **Increased government coverage and training programs** for electeds, staff and Town committees and commissions beginning on March 16th
 - **Daily Public Health & Emergency Information posts** supporting local businesses, nonprofits, and town departments and committees/commissions regarding Covid-19
 - **Improved quality of live meetings**, all managed remotely for staff and public safety
 - **Customized programming for seniors-** i.e. printed program guide, intergenerational storytelling, health and safety information, and the production of historical documentaries for Brookline Community Aging Network (BCAN), the Brookline Senior Center, MLK Day Celebration Committee, and the League of Women Voters, etc.
 - **Increased coverage of community decision-making** (including elections forums and live election night coverage, voter education videos, BHS graduation) and created graphics, videos, and produced fundraising events for community support organizations (including for Mutual Aid Brookline, Safety Net, The Brookline Food Pantry, BCF, Brookline Strong, Brookline Community Engagement Committee, Inclusive Brookline, BTC, Steps to Success, Brookline Youth Awards, etc.)

For its many contributions in Town in 2020, BIG is being awarded the **2020 Cultural Contributor Award by the Brookline Commission for the Arts**. This award is an annual award recognizing one person or organization that has made a significant contribution to the cultural life of Brookline.

Stable Funding

Federal law allows a maximum of 5% of funding from the Town's contracts with the cable companies (Comcast and RCN, essentially in return for the public right of way to cable services in Brookline) to support public access television and community media. Brookline receives the full 5% from these companies, allocates 2% to BIG, and puts an additional 3% in the General Fund. **We're asking for an increase in BIG's share over time. In some communities, like in Newton, the entire 5% of the cable fee income is allocated to community media services.**

Further Partnerships

As our residents move away from cable to direct Internet access to news and entertainment, the funds raised by this 5% will continue to decrease. This article urges the Town to consider long-term opportunities to partner with BIG and to explore additional ways to provide alternative funding and use the resources of BIG in ways that are not tied to cable revenue. We hope a robust public discussion of our licensing and contracts will help identify similar opportunities for the Town to obtain public benefit and to support the ability of BIG to provide long-term services to the Town.

Innovating Into the Future

BIG is one of the most **innovative community media centers in the country**, establishing public access to traditional and emerging media and storytelling, awarded regional, national and international recognition for the high caliber of individual, youth, senior and staff-produced media content and documentaries. BIG has also been recognized for their innovative work in emerging and new media, and for collaborations with organizations like the Boston Globe, the United Nations Environmental Assembly, and the Virtual World Society.

BIG is a leader in a national network of 1500 community television stations and community media arts organizations that provide a variety of media and telecommunications needs in local communities.

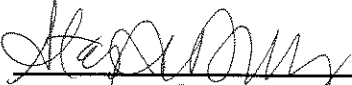





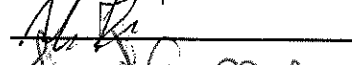
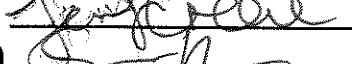
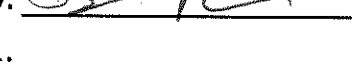

In recent years BIG has reimagined itself as a **next-generation media arts organization and national leader**; teaching 27 afterschool programs for children and youth, operating a paid job training media arts apprenticeship program for high school youth, and managing media literacy and production programs for K-12 students and educators, with over 500 regional participants in its programs. BIG offers production grants and screenings, film sprints, classes, and cohort filmmaking programs, and provides media services to nonprofits, artists, libraries, educators, and government.

BIG's project, **the Public VR Lab**, is building a new field for community-based virtual and extended reality (XR) through facilitating community access to VR tools, creating best practices, providing low-cost training, equipment, and producing content to promote virtual reality in the public interest. BIG's innovative project, Arrival VR, an immigration/migration project of 400 years of American immigration/migration, is currently under consideration for adoption by the national Innovation Lab of the AARP.

Visit www.brooklineinteractive.org to read more about BIG's work in Brookline and beyond.

SIGNATURES (Ten registered voters required)

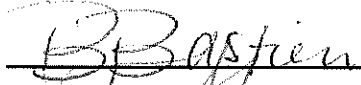


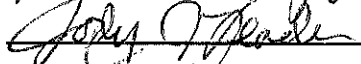



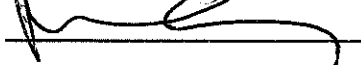
The following registered Brookline voters support the attached submitted article.

<u>Signature</u>	<u>Print Name</u>	<u>Address</u>
1. 	Stacy Downey	61 White Pl. ✓
2. 	Brendan Downey	61 White Pl. ✓
3. 	Shanna Shulman	68 Davis ✓
4. 	MATIC BAIZE	68 DAVIS ✓
5. 	Daniel Salzman	62 White Place ✓
6. 	Jennifer Amyne	62 White Pl. ✓
7. 	Ethan Treisman	26 Gorham Ave ✓
8. 	Marissa Heller-Treisman	26 Gorham Ave ✓
9. 	Jenna Greene	35 Gorham Ave ✓
10. 	Seamus Boshell	35 Gorham Ave ✓
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

Warrant Article signature page

SIGNATURES (Ten registered voters required)

The following registered Brookline voters support the attached submitted article.

	<u>Signature</u>	<u>Print Name</u>	<u>Address</u>	
1.		Bonnie Bastien	32 Oakland Rd.	✓
2.		Karen Flanner	36 Oakland Rd.	✓
3.		Burton LeGeyt	32 Oakland Rd.	✓
4.		Jody Leader	50 Oakland Rd.	✓
5.		Leslie O'Leary	23 Roberts St #3	✓
6.		Robert Spielvogel	36 Oakland Rd.	✓
7.		Monra Giovanni	35 Oakland Rd.	✓
8.		Maureen Coffey	21 Hawthorn Rd.	5 ✓
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

BROOKLINE TOWN MEETING, MAY, 2021

ARTICLE oOTH ARTICLE

Submitted by: Paul Harris, TMM-9; Nathan Shpritz, TMM-16; Jane Gilman, TMM-3; Bob Weintraub, TMM-9; Deborah Brown, TMM-1; Bob Miller, TMM-8; Linda Olson Pehlke, TMM-2; Werner Lohe, TMM-13

To see if the Town will adopt the following Resolution:

1. WHEREAS, the Town of Brookline has historically been a *lighthouse community* in our nation, with a reputation for responding with creativity and innovation to a broad range of local, national, and global challenges — in climate action, education, housing, preservation, and engaged governance;

2. WHEREAS, the COVID-19 pandemic has produced the dual financial challenges of reduced Town of Brookline revenue and significant increased need; it also presents an opportunity to create a 21st Century Vision of Brookline in a Global Context supported by Town of Brookline staff, community volunteers, and people of means who find fulfillment providing financial support to their home community;

3. WHEREAS, The Town of Brookline has immediate needs not included in the current budget to serve the less-privileged among us, especially in the context of COVID-19, for nutritious food, urgent affordable housing repairs, access to reliable and affordable *wifi* services, emotional and physical safety and wellness, including additional social workers in the public schools, *Innovation Funds* in the K-8 schools that can address equity issues, technology-vocational training, and educational support;

4. WHEREAS, in addition to addressing immediate needs, the Town of Brookline requires long-term resources, including for comprehensive planning and zoning, to develop and realize a 21st Century Vision of Brookline in a Global Context, that will:

- a. Provide necessary support so that all Brookline residents, including the elderly, disabled, and disadvantaged, have food, safe housing, and basic services
- b. Address racial justice and equity issues
- c. Lead the transition from fossil fuel energy to renewable electricity for Town facilities and throughout Brookline to support a sustainable future for the world
- d. Engage elders as wise counselors and inspiring mentors for younger generations
- e. Provide guidance and support to meet the physical, mental, emotional, and social wellness needs of students in the Public Schools of Brookline
- f. Advocate for improvements in state and national policies to better meet local needs

5. WHEREAS, many employees of the Town of Brookline cannot afford to live in Brookline, and a Town program providing affordable housing for Town employees who want to live in Brookline could benefit the entire Brookline community;

6. WHEREAS, tax policy in the United States and in Massachusetts has skewed LESS progressive since the 1970's, with real hourly wages stagnant and the social safety net weakened, leading to growing income and wealth gaps, and those most fortunate among us now have the means to make a greater contribution to the public good of the town;

7. WHEREAS, In 2020, the wealthiest 1.13% of U.S. households had a net worth above \$10 million;

8. WHEREAS, an annual household voluntary contribution to help realize a 21st Century Vision of Brookline in a Global Context of 1% of total net worth above \$10 million would be of significant value to our community;

9. WHEREAS, The Town of Brookline has a Payment in Lieu of Tax (PILOT) Policy and receives voluntary contributions from tax-exempt property owners;

NOW, THEREFORE, BE IT RESOLVED that Brookline Town Meeting calls upon the Select Board to (i) adopt a Payment in Addition to Tax (PIATT) Program recommended by a Select Board appointed committee charged with developing rules and regulations for disbursement of funds received; and (ii) encourage contributing Brookline households to make annual voluntary contributions to the Town of Brookline with a suggested guideline of 1% of household net worth above \$10 million, or such other amount as Town Meeting may recommend, pursuant to and under Massachusetts General Laws, Chapter 44, Section 53A; with these contributions to be used exclusively for public purposes and therefore be considered tax-deductible under Section 170(c)(1) of the Internal Revenue Code; and (iii) consider a similar program for businesses and others

Or act on anything relative thereto.

BROOKLINE TOWN MEETING, MAY, 2021

STATEMENT OF EXPLANATION

ARTICLE 6

Submitted by: Paul Harris, Nathan Shpritz, Jane Gilman, Bob Weintraub, Deborah Brown, Bob Miller, Linda Olson Pehlke, Werner Lohe

In this time of national crisis, Brookline can call upon its history of innovation and leadership in creating local solutions to national and global policy challenges. Brookline has pioneered in addressing the climate crisis through organizations such as Climate Action Brookline, the Select Board's Climate Action Committee, and the Green Caucus; measures such as eliminating the use of Styrofoam and single-use plastic water bottles and bags, encouraging solar rooftops and fossil-fuel-free new construction, and implementing a green electricity program that makes it easy for homeowners and businesses to purchase 100% renewable electricity. Brookline High School launched the African American and Latinx Scholars Program (AALSP), the Calculus Project, and School within a School (SWS); and Brookline created the Brookline Early Education Program (BEEP) and Facing History and Ourselves.

This warrant article calls upon the Select Board to build on this record by adopting a program that encourages Brookline households with high net worth to make annual voluntary tax-deductible contributions to the Town of Brookline. Brookline does not have a large commercial tax base nor a large number of residential taxpayers relative to the number of students in the public schools. Brookline does have high net worth households. In 2019, the median price for a single-family home sold in Brookline was over \$2.1 million, the highest median price in Greater Boston¹. Brookline also has a well educated population, with 84% of the adult population having at least a bachelor's degree, and 14% of Brookline adults having a doctorate, the highest percentage in the country.

Brookline 2019 Demographics²

Race	Population	% of Population	Poverty	% in Poverty
Total	59,180	100%	7,250	12%
Asian	10,258	17%	1,913	19%
Black	1,746	3%	569	32%
Latinx	4,012	7%	752	19%
Multirace/Other	2,896	5%	574	20%
White	40,268	68%	3,442	9%

This warrant article seeks to enhance ways the Town helps less advantaged households, including disadvantaged seniors and disabled individuals, to receive more of the services and care our more advantaged households have. This includes nutritious food, housing and timely housing repairs, reliable and affordable wifi services, and youth employment. Within the Public Schools of Brookline, it includes tutoring; greater access to social workers; guidance counselors to help with college applications, financial aid documents, and overnight arrangements for college visits; and after-school, weekend, and summer enrichment. Funds received can also be used to address issues such as racial equity and climate change.

¹ <https://www.bostonmagazine.com/property/single-family-home-prices/>

² <https://worldpopulationreview.com/us-cities/brookline-ma-population>

RECEIVED
FEB 21 1994
FBI - MOBILE



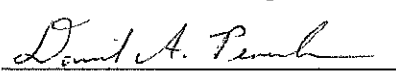
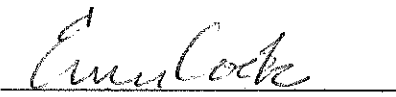


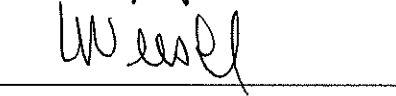
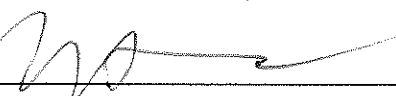
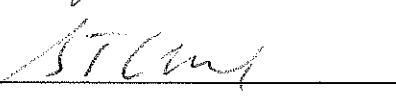
201 FEB 21 PM 1:16

BROOKLINE TOWN MEETING, MAY, 2021

PAYMENT IN ADDITION TO TAX (PIATT) WARRANT ARTICLE

SIGNATURES

We the undersigned are registered voters of the Town of Brookline who support the Payment in Addition to Tax (PIATT) Warrant Article for the May, 2021 Brookline Town Meeting:

	Printed Name	Signature	Date	Precinct
✓ 1.	Neil Gordon		2/17/21	1
✓ 2.	Karen Livingston		2/17/21	10
✓ 3.	David A. Penman		2/17/21	15
✓ 4.	Ernest Cook		2/18/21	1
✓ 5.	JOHN BASSETT		2/18/21	6
✓ 6.	Nathan Shapiro		2/18/2021	16
✓ 7.	Laura Wessel		2/18/2021	1
✓ 8.	A. SHAKOSBOM		2/19/21	12
✓ 9.	Sarah Axelrod		2/21/21	4
10.				
11.				
12.				
13.				
14.				

... ..
... ..

... ..

... ..

... ..

RECEIVED
1060 E 100th St
COSTA MESA, CA 92626
2/21 FEB 21 PM 1:16

BROOKLINE TOWN MEETING, MAY, 2021

PAYMENT IN ADDITION TO TAX (PIATT) WARRANT ARTICLE

SIGNATURES

We the undersigned are registered voters of the Town of Brookline who support the Payment in Addition to Tax (PIATT) Warrant Article for the May, 2021 Brookline Town Meeting:

	Printed Name	Signature	Date	Precinct
✓ 1.	Paul Harris	Paul Harris	2/15/21	9
✓ 2.	Mary Harris	Mary Harris	2/15/21	9
✓ 3.	Chobee Hoy	Chobee Hoy	2/18/21	8
✓ 4.	Linda Olson Peltke	Linda O. Peltke	2/19/21	2
✓ 5.	Deborah Brown	Deborah Brown	2/19/21	1
✓ 6.	Donald G. Leka	Donald G. Leka	2/20/21	3
✓ 7.	Jane Gilman	Jane Gilman	2.20.21	3
✓ 8.	Robert Miller	Robert Miller	2/20/21	6
✓ 9.	Jill A. Winter	Jill A. Winter	2/20	8
✓ 10.	Robert T. Ventres	Robert T. Ventres	2/23	9
11.				
12.				
13.				
14.				

We certify that the above (19) signatures are those of voters registered in the Town of Brookline.

RECEIVED
BROOKLINE
2019 FEB 21 PM 1:15